

Department of Applied Engineering and Technical Management

Introduction: As a graduate assistant, the graduate student will be assigned to teach course(s) under the supervision of the assigned faculty member(s), or work with a faculty member to assist in his/her courses

Position Title: Graduate Teaching Assistant

Reports to: Reports to the faculty member to be assigned

General Terms of Employment:

- For the Fall semester 20 or 10 hours per week, beginning August 21, 2023 and ending December 15, 2023. These dates might vary upon approval of the academic calendar.
- For the spring semester 20 or 10 hours per week, beginning January 16, 2023 and ending May 10, 2024. These dates might vary upon approval of the academic calendar.

Compensation:

- Graduate Assistantship stipend is **\$2,738.00** for half-time and **\$5,476.00** for full-time per semester and may be prorated depending on start date.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information on the Graduate Assistantship System and procedures review <https://grad.uni.edu/faq-graduate-assistantship>.

Primary Responsibilities:

- Meeting with the professor on a regular basis
- Delivering in-class lectures
- Grading homework, in-class assignments, (and tests)
- Meeting with students during office hours or as arranged
- Emailing students/responding to their emails

- Helping students with special needs (e.g., reading test to blind student or recording answers for someone with a motor disability)
- Conducting lab sessions
- Helping with in-class and lab activities
- Updating announcements on the course website and/or eLearning
- Assisting with development of class materials

General Qualifications:

- Must be a full-time, degree-seeking graduate student in the Department of Applied Engineering and Technical Management at UNI
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00
- Have an official transcript on file in the Office of Admissions
- Be regularly admitted without provisions to degree status in a graduate degree program
- Must meet UNI's HRS employment eligibility

Preferred Qualifications:

- Strong communication and mathematical skills
- Experience in teaching or tutoring
- Technical knowledge of related courses in the undergraduate program in the department of Applied Engineering and Technical Management at UNI

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). You may also submit the [Tuition scholarship application](#). If you are incoming first semester graduate student, please make sure you complete the [Application for Admission](#) before you apply for GA or TS.

Applications received by Feb. 1 will be given full consideration

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women,



individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.