University of Northern Iowa

Department of Languages & Literatures

**Position Title**: Graduate Teaching Assistant (e.g., in English, CIEP, etc.)

**Reports to**: English or TESOL Graduate Programs Coordinator, depending on student’s major.

**Terms of Employment**:

* For the fall semester: 20 hours per week, beginning August 23, 2021 and ending December 17, 2021. Does not include the week of Thanksgiving Break.
* For the spring semester: 20 hours per week, beginning January 10, 2022 and ending May 6, 2022. Does not include the week of Spring Break.

**Compensation**:

* Full assistantship salary is $5,395 per semester for 2021-22
* Salary will be prorated on a weekly basis for a late start
* Graduate Assistants may qualify for in-state tuition and fees.
* Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
* Tuition scholarships are applied for and awarded separately, and are not compensation for assistantship duties. A tuition scholarship covers in-state tuition but not all fees. For those paying out-of-state tuition, a scholarship pays a portion of the tuition costs.
* For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships

**Position Description**:

* 3-5 instructional contact hours per week
* Minimum 2 office hours/week to assist students on individual basis
* Prepare activities for classes; grade homework, compositions, and quizzes and otherwise evaluate students’ progress; calculate final grades for course
* Participate in systematic training, other professional development, and performance evaluation activities/meetings facilitated by the College Writing Coordinator and/or CIEP Director, including, e.g., sharing grade reports with the Coordinator/Director

**Qualifications**:

* Must be a full-time, degree-seeking student in a UNI graduate program in the Department of Languages and Literatures.
* Must be enrolled in 9 graduate-level credit hours.
* Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
* B.A/B.S. degree in English, TESOL/Applied Linguistics, or related field preferred.
* M.A. English students must have successfully completed ENGLISH 5990 Seminar in Teaching College Writing course.

**Application Process and Deadline**: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to Kris Knebel, English Graduate Programs Secretary (kristi.knebel@uni.edu). Applications must be received and all other admission materials must be on file by February 1, in order to be given preferential consideration.