

# Northeast Iowa Region Governor's STEM Advisory Council

## University of Northern Iowa

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**Position Title:** Graduate Assistant to Coordinate Family STEM Festivals

**Reports to:**

Jeff Beneke, Northeast Iowa Regional STEM Manager, [jeff.beneke@uni.edu](mailto:jeff.beneke@uni.edu), 319-273-7397

**Terms of Employment:**

- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Will include periodic night and weekend hours for STEM festival events.

**Compensation:**

- Full-time assistantship salary for fall 2018 is \$5,176.
- Half-time assistantship salary for spring 2019 is \$2,588.
- Salary is prorated on a weekly basis for 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.
- For more information on the Graduate Assistantship System and procedures: <http://www.grad.uni.edu/assistantships/>

**Position Description:**

- Serve as project coordinator for the family STEM festivals throughout Northeast Iowa. The Northeast Region of the Iowa Governor's STEM Advisory Council partners with local community leaders and educators to host two family STEM festivals in the fall and two in the spring in Northeast Iowa (Locations: Fayette, Waterloo, Dubuque and Decorah). Exhibitors throughout Iowa spark Pre-K through 12th grade students' and parent's interest with hands-on learning ranging from driving robots, science experiments, etc.
- Maintain records of all activities, projects, and related data.
- Audit current initiatives, assess effectiveness of current strategies, and determine additional needs.
- Design and implement communication and outreach strategies.
- Recruit exhibitors for the events.
- Develop promotional materials (i.e. postcards, posters, signs, etc).

**Required Qualifications:**

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Must have ability to keep information confidential.

**Additionally the ideal candidate will have the following preferred qualifications:**

- Excellent written and oral communication skills including public speaking/presentations;
- Strong interpersonal and organization skills;
- Demonstrated ability to be self-motivated and conduct oneself in a highly professional manner;
- Demonstrated ability to learn and apply new technology including;
  - Adobe InDesign, Photoshop, Microsoft Office

**Application Process and Deadline:** To apply, email the completed Application Form for Graduate Assistantship (available at <https://stemed.uni.edu/> resume, cover letter, and a list of three references, including name, address, phone number and email addresses to:

Jeff Beneke, Regional Manager of the Northeast Iowa Regional STEM Hub  
University of Northern Iowa  
222 East Bartlett, Cedar Falls, IA 50614-0396  
Phone: 319-273-7397  
[jeff.beneke@uni.edu](mailto:jeff.beneke@uni.edu)

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