

Institutional Effectiveness & Planning

Introduction: The Office of Institutional Effectiveness & Planning provides leadership in the innovative use of campus wide data for decision making by challenging institutional thinking and framing critical issues within the context of continuous improvement.

Position Title: Communications Specialist

Reports to: Kristin Moser, Assistant to the President for Institutional Effectiveness & Planning (kristin.moser@uni.edu)

General Terms of Employment:

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

Compensation:

- Graduate Assistantship stipend is **\$5,558.00** per semester and may be prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information regarding Graduate Assistantship procedures review <https://grad.uni.edu/funding>.

Primary Responsibilities:

The Communications Specialist in the Office of Institutional Effectiveness & Planning provides communication to support a variety of functions in the office and at the university. This person will be responsible for the following:

- Creating educational and promotional pieces to communicate institutional data trends and data literacy related information to multiple constituencies (both internal and external).

- Assisting in the maintenance of the office website
- Assisting in the development and delivery of educational workshops with faculty, staff and students
- Producing the office newsletter three times per year

General Qualifications:

- Must be a full-time, degree-seeking student in a UNI's residential graduate program.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- 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 and be fully declared in their graduate major.
- Must meet UNI's HRS employment eligibility.

Preferred Qualifications:

- Excellent written communication skills
- Excellent attention to detail
- Ability to prioritize, plan and organize tasks
- Experience with Excel and Word
- Strong interpersonal and oral communication skills.

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). Attach: resume, 3 references, and a cover letter. Direct your application to Kristin Moser (kristin.moser@uni.edu).

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.