

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: Research Assistant

Reports to:

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

Terms of Employment:

- For the Fall semester 10 hours per week, beginning August 25, 2025 and ending December 19, 2025.
- For the Spring semester 10 hours per week, beginning January 21, 2026 and ending May 16, 2026.

Compensation:

- Graduate Assistantship stipend is **\$3,090** for a half-time appointment (10 hours per week). Pay is biweekly and stipend is 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/faq-grad-assistantship-tuition-scholarship>.

Primary Responsibilities:

- The graduate assistant in the Office of Institutional Effectiveness & Planning provides research support in the preparation of institutional research reports, internal data reporting and in developing presentations and producing reports to communicate that information to multiple constituencies. Finally, the graduate research assistant will also

conduct elementary data analyses for research reports related to the various retention related endeavors on campus.

General Qualifications:

- Must be a full-time (enrolled in at least 9 eligible credits), degree-seeking student in a UNI's graduate program. Online students do qualify for assistantships.
- Be regularly admitted without provisions to degree status in an eligible graduate degree program.
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 2.75.
- Have an official transcript on file in the Office of Admissions and be fully declared in their graduate major before the start of the assignment.
- Must meet and complete I-9 eligibility to work in the United States.
- See detailed eligibility on <https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship>.

Preferred Qualifications:

- Possesses strong analytical skills and attention to detail;
- Demonstrates excellent oral and written communication skills;
- Able to prioritize, plan and organize tasks independently;
- Strong technology skills, including Google Suite, Excel and statistical software packages;
- Strong interpersonal skills.

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). Please attach a cover letter and resume. The contact receiving your submission is Kristin Moser (kristin.moser@uni.edu).

Applications will be accepted until the position is filled.