University of Iowa
Iowa First Nations Summer Program
Program Assistant Job Description

Basic Function and Responsibilities
Required live-in position that oversees the daily functions and administrative support of the program. Assist the program staff with classroom and evening activities for a group of 20 Iowa First Nations high school participants.

Characteristic Duties and Responsibilities
• Attend planning/training meetings
• Assist students with moving in and out of the residence hall
• Attend all events as assigned
• Walk students to and supervise students at classroom-related field trips and activities
• Be available from Friday, July 13 through Saturday, July 21 – hours vary
• Attend all classroom activities and assist the instructor(s)
• Monitor students’ behavior and report all infractions
• Identify and immediately report students’ health concerns
• Live and eat in the designed residence hall space for the duration of the program
• Serve as a positive role model to students by words and actions
• Assure that students and staff are respected and treated consistent with University policies of equal opportunity and diversity
• Other duties as assigned

Required Qualifications
• Experience working with students from multicultural backgrounds, low-income backgrounds, and/or who are potential first-generation college students
• Knowledge of methods to overcome barriers similar to those confronting the program's target populations

Desirable Qualifications
• Valid driver’s license and meet the University Fleet Safety Program requirements (University of Iowa Operations Manual Part V, Chapter 19).
• Experience working with high schools students

Dates of position
This position will begin July 13, 2018 and go through July 21, 2018

Salary
$1,000, payable on August 1, 2018.
Living in the residence halls during the duration of the program is a requirement of this position. Room and board in the residence hall are provided as part of the compensation package. There is no Internet access in the rooms.

**Supervision**
Instructors will receive direct supervision from the Center for Diversity & Enrichment Multicultural Specialists assigned to the program.

Applicants may apply online at [https://uiowa.qualtrics.com/jfe/form/SV_23p84Xoec7Q3d4N](https://uiowa.qualtrics.com/jfe/form/SV_23p84Xoec7Q3d4N) or obtain a paper version of the application by visiting 24 Phillips Hall or calling or emailing Center for Diversity & Enrichment at the below contact information.

**Applications are due April 20, 2018.**

An on-campus interview will be required. If you have any questions, call 319-335-3555 or email corey-sutter@uiowa.edu

If you need an accommodation in order to apply for this position, please contact the Office of Equal Opportunity & Diversity by phone at (319) 335-0705 or (319) 335-0697 (TDD) or send an email to diversity@uiowa.edu.

Employment at the University of Iowa is subject to verification of an applicant’s identity and eligibility for employment as required by immigration laws. If hired, you will be asked to provide evidence that you are legally permitted to work in the United States. This must be completed within 3 business days of starting your employment.

The University of Iowa values diversity among students, faculty, and staff and believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at the University of Iowa.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.

Appropriate background checks (e.g. criminal background and credential checks) will be conducted.