

## Tallgrass Prairie Center

**Introduction:** At the Tallgrass Prairie Center, a nationally recognized center, we empower people to value and restore resilient, diverse tallgrass prairie. We conduct research and provide technical support for roadside vegetation managers, farmers, conservation professionals, and native seed stakeholders. We also restore and manage Irvine Prairie, a nearly 300-acre prairie-in-progress, and 64 acres of university grounds near the TPC encompassing prairie, woodland, and native seed production plots. In early 2021, the TPC was given responsibility for management and promotion of the UNI Biology Preserves.

The Iowa Roadside Management program manager at the TPC is looking for a communication graduate assistant who would gain applied environmental writing and stakeholder collaboration experience by updating the Integrated Roadside Vegetation Management (IRVM) Technical Manual and assisting with other communications tasks. The IRVM manual provides guidance on best practices for planting native seed, erosion control, weed control, and prescribed burning in roadsides; the current version is located here: <https://scholarworks.uni.edu/facbook/116/>. This is an opportunity to improve a key reference for Iowa's county roadside vegetation managers as they manage over 300,000 acres of Iowa's public county roadsides in an ecological, integrated manner. It is used not only by Iowa roadside vegetation managers but other professionals, with over 1,570 downloads to date. This is an in-person position; we will provide the assistant with a cubicle space and computer in the TPC's student and AmeriCorps member room.

### **Position Title: Communication Graduate Assistant**

**Reports to:** Kristine Nemec, Program Manager ([kristine.nemec@uni.edu](mailto:kristine.nemec@uni.edu))

### **General Terms of Employment:**

- For the Fall semester 10 hours per week, beginning August 26, 2024 and ending December 20, 2024. These dates might vary upon approval of the academic calendar.
- For the Spring semester 10 hours per week, beginning January 21, 2025 and ending May 16, 2025. These dates might vary upon approval of the academic calendar.

### **Compensation:**

- Graduate Assistantship stipend is **\$3,000.00** for half-time 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:**

- Meet with the IRM program manager and a committee of new and experienced roadside managers to determine what kind of information needs to be included in the updated manual and the desired format for the update (PDF and/or online).
- Interview roadside managers, record interviews, and use interviews as a source of quotes for the updated report.
- Search through websites and literature to gather information for the report.
- Collect and organize photos for the report by soliciting them from roadside managers or other sources.
- Create updated graphics such as simple flow charts as needed.
- Create the updated report in InDesign and/or in a web-based format on the Tallgrass Prairie Center website depending on roadside manager preferences.
- Assist with other communications tasks as needed, such as keeping the IRM part of the Tallgrass Prairie Center website updated and keeping contact information for county officials and mailing lists updated in an Excel spreadsheet.

### **General Qualifications:**

- Must be a full-time, degree-seeking student in 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:**

- Interest in ecosystem restoration management.
- Strong writing skills.
- Strong interpersonal communication skills.
- Small-team collaboration skills.
- Strong organizational skills.
- Attention to detail.
- Self-motivated.
- Punctual.
- Experience using Microsoft Word, Microsoft Excel, Adobe InDesign, Adobe Acrobat, Google Calendar, Google Email, and Google Drive.
- Experience updating websites using Drupal.
- Experience conducting interviews.

#### **Application Process and Deadline:**

To apply, submit the [Assistantship application form](#). Attach: resume, three references, a cover letter, and a writing sample of something you have written for a lay audience. Direct your application to Kristine Nemec (kristine.nemec@uni.edu).

Applications received by **February 23, 2024** will be given full consideration.

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.