

## **The WSU Emeritus Society is hiring a new Graduate Assistant!**

**Start Date:** August 2019

**Time Commitment:** 20 hours per week

**Compensation:** Tuition waiver and monthly stipend

### **Who We Are:**

The WSU Emeritus Society is a group of retired professors with various backgrounds who are still active in their professional roles and in their community. Many emeriti are currently publishing research and making important contributions to their respective professions.

### **Job Description:**

The WSU Emeritus Society is looking for a mature, outgoing and conscientious individual who is interested in working with a group of active retired faculty. This individual should be organized, trustworthy, and self motivated. Much of the work is done independently in the Emeritus Society office.

### **Duties of the Graduate Assistant include:**

- Production of a quarterly news letter
- Managing email and Facebook page timely and efficiently
- Managing the Emeritus Society website
- Holding regular office hours throughout the week
- Attending and planning bi-weekly coffees
- Planning and organizing events

### **Required Qualifications:**

- Graduate student at WSU Pullman campus
- Proficient at using Microsoft Office programs and other software
- Excellent written and verbal communication skills
- Ability to work independently and manage ambiguity
- Able to commit through May 2020

To apply, please email resume and cover letter explaining your qualifications and why you are interested in this position to the following contact:

Thomas Brigham  
Executive Secretary WSU Emeritus Society  
Owen Science Library Rm. 343  
[emeritusociety@wsu.edu](mailto:emeritusociety@wsu.edu)  
509-335-8090 Office  
emeritusociety.wsu.edu

Review of applications will begin immediately. Applications will be accepted until position is filled.