WASHINGTON STATE UNIVERSITY
Office of the Provost

GRADUATE ASSISTANT, OFFICE OF THE PROVOST AND EMERITUS SOCIETY

Reports to: Chief of Staff, Office of the Provost
Appointment: Nine-month academic year (August 16 – May 15)
Employment: Average 20 hours/week during the term of the appointment

Job Description

The Office of the Provost is seeking a Graduate Assistant ("GA") who is organized, detail-oriented, dependable, and able to work independently. The GA will provide administrative support in a fast-paced, professional office setting. In addition, the GA will support the activities of the Emeritus Society, a program in the Provost's Office that supports the service and social activities of retired Washington State University faculty.

Primary Responsibilities

- Handling incoming calls and office visitors
- Responding to inquiries from senior-level administrators
- Organizing and distributing communications
- Maintaining inventory of office materials
- Scheduling on-site meetings and videoconferences
- Managing scholarship and social events for the Emeritus Society
- Handling public relations activities
- Special projects including but not limited to: faculty tenure and promotion reviews, faculty awards programs, executive searches, large university-wide initiatives, among others

Required Skills

- Exceptional oral and written communication skills
- Able to handle complex tasks in a rapidly changing environment
- Excellent people skills and able to work with diverse clients
- Manage internal communications with strict confidentiality
- Advanced computer skills using Office suites (Microsoft Office, G Suite), social media (Twitter), web-hosting (WordPress), and videoconferencing (Zoom, Teams)

Benefits

- Full tuition waiver
- Graduate Student health insurance plan
- Monthly stipend (0.50 FTE per Assistantship Salary Grid).

Application Submission

- Submit cover letter, CV, and three professional references to Kristina Peterson-Wilson (kpeterson2@wsu.edu)
- Applications will be reviewed starting on April 29, 2022; position will be opened until filled.
- Questions can be submitted to Dr. Tom Brigham (brigham@wsu.edu) or Kristina Peterson-Wilson (kpeterson2@wsu.edu).

PO Box 641046, Pullman, WA 99164-1046
509-335-5581 | Fax: 509-335-0103 | provost.wsu.edu