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).