GRADUATE ASSISTANT, OFFICE OF THE PROVOST AND EMERITA/EMERITUS SOCIETY

|  |  |
| --- | --- |
| **JOB CLASSIFICATION** | Graduate Staff Assistant |
| **APPOINTMENT STATUS** | 50% (20 hours per week – average) |
| **DURATION OF APPOINTMENT** | August 16, 2024- May 15, 2025 |
| **ORGANIZATION** | Office of the Provost and Executive Vice President |
| **LOCATION** | WSU Pullman |
| **BASIC FUNCTIONS** | 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 Emerita/Emeritus Society, a program in the Provost’s Office that supports the service and social activities of retired Washington State University faculty.   * 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 Emerita/Emeritus Society * Handling public relations activities * Special projects including but not limited to faculty awards programs, event planning, large university-wide initiatives, among others |
| **REPORTS TO** | Kristina Peterson-Wilson, Vice Provost for Academic Administration & Chief of Staff |
| **REQUIREMENTS-** In addition to the Graduate School policy for receiving a graduate assistantship | * Bachelor’s degree in any field * Ability to work 20 hours per week * Ability to work scheduled hours * Exceptional oral and written communication skills * Able to handle complex tasks in a rapidly changing environment * Excellent people skills and ability to work with diverse clients * Manage internal communications with strict confidentiality * Advanced computer skills using Office suites (Microsoft Office, G Suite), social media (Instagram, X), web-hosting (WordPress), and videoconferencing (Zoom, Teams) |
| **PREFERRED QUALIFICATIONS** | * In pursuit of an advanced degree in any field |
| **COMPENSATION** | Salary Range $2,318.50 - $2,561.00, based on the successful applicant's educational experience and level |
| ESSENTIAL WORK COMPETENCIES **KNOWLEDGE, SKILLS & ABILITIES** | * Exceptional oral and written communication skills * Able to handle complex tasks in a rapidly changing environment * Excellent people skills and ability to work with diverse clients * Ability to manage internal communications with strict confidentiality * Advanced computer skills using Office suites (Microsoft Office, G Suite), social media (Instagram, X), web-hosting (WordPress), and videoconferencing (Zoom, Teams) |
| **WORK CONDITIONS** | * Position requires office environment |
| **PHYSICAL REQUIREMENTS** | * Sitting/standing at a workstation * Lifting/carrying materials for office participation |

**APPLICATION INSTRUCTIONS**

**Applicant Screening Date**: May 15, 2024. This position will remain open until filled.

**Example:**

Applicants must email documents to Kristina Peterson-Wilson ([kpeterson2@wsu.edu](mailto:kpeterson2@wsu.edu)). Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements. Applicants are encouraged to email as a PDF, if possible.

* A letter of interest describing your experience and how you meet the qualifications for this position
* A detailed chronological resume
* Three professional references

**ADDITIONAL INFORMATION**

Per [Graduate School policy](https://confluence.esg.wsu.edu/pages/viewpage.action?pageId=266603505), employment eligibility for this position is contingent upon the following requirements:

* Remaining enrolled full time (a minimum of 10 credits) during the period of the appointment
* Maintaining a 3.0 cumulative GPA during the period of the appointment
* Progress toward degree remains satisfactory as determined by the academic home department
* Meeting all conditions of employment and training requirements
* Maintaining satisfactory progress in fulfilling assistantship service requirements and duties
* Availability of funds

**Student Health Insurance Plan**

A 50% graduate assistant appointment is eligible for medical, dental, and vision coverage. Detailed information about this plan can be found on the [Cougar Health Services](https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/graduate-student-assistant-insurance) website.

**Tuition Waiver and Mandatory Fees**

Resident and non-resident (if applicable) tuition waiver of the operating fees, and student health insurance plan premiums as indicated. ASEs are required to pay additional assessed fees. Please see the [Tuition an](https://gradschool.wsu.edu/2024-2025-fee-estimates/)d fee rates website for current fees.

**Background Check**

Pursuant to [RCW 28B.112.080](https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080), certain positions are required to complete a sexual misconduct declaration prior to hire. Failure to provide complete and accurate information may affect final employment, up to and including withdrawal of offer of employment.

**Union Affiliation/Collective Bargaining Agreement**

This position is union represented and governed by the WSU/ United Autoworkers [collective bargaining agreement](https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/).

**Equal Employment Opportunity**

Washington State University is an equal opportunity/affirmative action educator and employer. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veteran, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521 (v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrs@wsu.edu](https://hrs@wsu.edu).