

Graduate Staff Assistant ASE Open Recruitment Job Postings

Career Graduate Staff Assistant, Academic Success & Career Center

JOB CLASSIFICATION	Graduate Staff Assistant
APPOINTMENT STATUS	50% (20 hours per week – average)
DURATION OF APPOINTMENT	August 16, 2024- May 15, 2025
ORGANIZATION	Academic Success & Career Center
LOCATION	WSU Pullman
BASIC FUNCTIONS	<p>Supports the Academic Success and Career Center (ASCC), working directly with students in the development of their career interests and aspirations. [~10 hours/week]</p> <ul style="list-style-type: none"> • Assist students with a variety of topics, including major and career decision-making, internship exploration, and job and graduate school search strategies. • Provide drop-in support and career assistance to students on a first-come, first-served basis during regularly scheduled drop-in hours. • Assist in developing, facilitating, and evaluating academic courses and workshops related to career/internship/graduate school exploration and employment search issues. • Assist in the development and implementation of communication tools for faculty/staff within the ASCC and the campus related to career related topics. • Position duties and responsibilities will be performed in support of ASCC’s vision, mission and values as well as institutional mission and goals. • Assist the Career Coaching team with Career Readiness workshop presentations <p>Assist in the coordination and implementation of the university’s Undergraduate Placement Survey. [~6-8 hours/week]</p> <ul style="list-style-type: none"> • Work with ASCC staff to monitor and facilitate the Undergraduate Placement Survey. • Conduct employment research on recently graduated students in accordance with the NACE best practices. • Help create and streamline survey process to be most impactful and accessible to target population. • Help increase survey response rate by utilizing marketing and email campaigns. • Help increase survey response rate by providing outreach and assistance to campus partners.

	<p>Other Responsibilities: [~2-4 hrs/week]</p> <ul style="list-style-type: none"> • Participate in ASCC office wide events such as Career Expo, Etiquette Dinner, and Advising/Registration events. • Support the team in daily administrative tasks. • Other duties as assigned. <p>*Hours in a week are only estimates and will fluctuate from week to week based on office need.</p>
REPORTS TO	Amanda Morgan, Associate Director
REQUIREMENTS- In addition to the Graduate School policy for receiving a graduate assistantship	<ul style="list-style-type: none"> • Bachelor’s degree in any field, but preferably in an education or social science field • Ability to work 20 hours per week • Ability to schedule work hours within the time frame of Monday-Friday; 8 a.m. – 5 p.m. • Ability to occasionally work evening and weekend hours, as needed by the office • Must be in good academic standing and gain approval from your home academic department. • Strong written and oral communication skills. • Strong interpersonal and organizational skills. • Demonstrated commitment to customer service.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • In pursuit of an advanced degree in any field • Experience working with diverse populations. • Experience conducting workshops and presentations. • Proficient with Microsoft Office suite (e.g., Word, Excel, Access, Outlook, etc.) • Experience performing database management, records maintenance, and organization within an office environment • Ability to perform multiple tasks and proven problem-solving skills
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	<ul style="list-style-type: none"> • Follow instructions accurately, prioritize tasks effectively, and ensure detailed completion of duties within specified deadlines. • Manage multiple tasks simultaneously. • Understand complex issues and derive reasonable solutions for assigned projects. • Communicate effectively, both verbally and in writing. • Organize tasks and responsibilities efficiently. • Maintain professionalism at all times. • Work collaboratively in a team setting, demonstrating positive communication and a willingness to engage with others.

	<ul style="list-style-type: none"> • Interact positively with faculty, staff, students, and other individuals through proficient interpersonal skills. • Perform effectively in stressful situations
WORK CONDITIONS	<ul style="list-style-type: none"> • Position requires on-site classroom and office environment.
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Sitting/standing at a workstation • Lifting/carrying materials for office participation

APPLICATION INSTRUCTIONS

Applicant Screening Date: May 20, 2024. This position will remain open until filled.

Applicants must email documents to Amanda Morgan (a.morgan@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 (or cover letter) 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](#), 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](#) 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 and fee rates](#) website for current fees.

Background Check

Pursuant to [RCW 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](#).

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.