

Graduate Staff Assistant ASE Open Recruitment Job Postings

Health Education Graduate Liaison Staff Assistantship

JOB CLASSIFICATION	Graduate Staff Assistant
APPOINTMENT STATUS	50% (20 hours per week – average)
DURATION OF APPOINTMENT	August 16, 2024- May 15, 2025
ORGANIZATION	Health Ed, Dean of Students Office
LOCATION	Washington Building, Pullman Campus
BASIC FUNCTIONS	The Health Education Graduate Staff Assistant Liaison is focused on developing a community that supports mental, physical, and emotional wellbeing for graduate and professional students. Reporting to the Assistant Director of Health Education, the graduate staff assistant liaison plays a critical role in coordinating collaboration between the graduate school, GPSA, and Health Education. The ideal candidate has knowledge of public health or a related field, the ability to synthesize diverse perspectives into innovative solutions, passion for the wellbeing of graduate and professional students, foundational research skills, strong interpersonal communication skills, and a commitment to equity in practice.
REPORTS TO	Bekah MillerMacPhee, Assistant 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 social sciences, education, computer science, business, humanities, or other related degree • Ability to work 20 hours per week • Ability to work scheduled hours • Ability to effectively communicate with students and articulate learning materials • Quick learner with the ability to adapt to new information and situations. • Working knowledge of Microsoft suite programs
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • In pursuit of an advanced degree in any social sciences, education, computer science, business, humanities, or other related degree
COMPENSATION	Salary Range \$2318.50-\$2561.00, based on the position’s location and 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.

	<ul style="list-style-type: none"> • 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. • 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, office and/or lab environment
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Sitting/standing at a workstation • Lifting/carrying materials for office, class and lab participation

APPLICATION INSTRUCTIONS

Applicant Screening Date: 7/01/24

Applicants must email documents to Rebekah MillerMacphee (rmillermacphee@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 (optional if relevant)

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.