# Graduate Staff Assistant ASE Open Recruitment

## Job Postings

**Marketing & Events Graduate Staff Assistant, Academic Success & Career Center**

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<tr>
<th>JOB CLASSIFICATION</th>
<th>Graduate Staff Assistant</th>
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<td>APPOINTMENT STATUS</td>
<td>50% (20 hours per week – average)</td>
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<tr>
<td>DURATION OF APPOINTMENT</td>
<td>August 16, 2024- May 15, 2025</td>
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<tr>
<td>ORGANIZATION</td>
<td>Academic Success &amp; Career Center</td>
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<tr>
<td>LOCATION</td>
<td>WSU Pullman</td>
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<td>BASIC FUNCTIONS</td>
<td><strong>ASCC Marketing and Outreach: 10-14 hrs/week</strong>&lt;br&gt;- Assist in marketing and advertising promotional activities (e.g., social media, direct email, and web)&lt;br&gt;- Help distribute marketing materials.&lt;br&gt;- Assist in managing and updating the ASCC website.&lt;br&gt;&lt;br&gt;<strong>Employer Relations Event Assistance: 5-7 hrs/week.</strong>&lt;br&gt;- Staff the front desk of the ASCC Employer Relations office when needed.&lt;br&gt;- Answer emails and phones when assistance is needed.&lt;br&gt;- Learn and understand Handshake, the university’s student employment platform.&lt;br&gt;- Help with logistics and planning of events; this could entail scheduling, inventory/ordering necessary materials, event set up/take down, and any other logistics needed.&lt;br&gt;&lt;br&gt;<strong>Other Responsibilities: 2-4 hrs/week</strong>&lt;br&gt;- Participate in ASCC office-wide events such as Career Expo, Etiquette Dinner, and Advising/Registration events.&lt;br&gt;- Support the team in daily administrative tasks.&lt;br&gt;- Other duties as assigned.</td>
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<td>REPORTS TO</td>
<td>Amanda Morgan, Associate Director</td>
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**REQUIREMENTS-** In addition to the Graduate School policy for receiving a graduate assistantship

- 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**

- In pursuit of an advanced degree in any field
- Proficient with today’s social media outlets
- Experience creating marketing materials and content creation
- Experience working with diverse populations.
- Proficient with Microsoft Office suite (e.g., Word, Excel, Access, Outlook, etc.)
- 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**

- 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.
- Interact positively with faculty, staff, students, and other individuals through proficient interpersonal skills.
- Perform effectively in stressful situations

**WORK CONDITIONS**

- Position requires working primarily in an office environment.
- Some work required in a classroom or event center environment.

**PHYSICAL REQUIREMENTS**

- Sitting/standing at a workstation
- Lifting/carrying materials for office participation (up to 20-30 lbs)

**APPLICATION INSTRUCTIONS**

**Applicant Screening Date:** May 21, 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.