**APPOINTMENT TITLE**: Graduate Staff Assistant  
**WORKING TITLE**: Testing Assistant  
**POSITION NUMBER**: 11111  
**APPOINTMENT STATUS**: 50% (20 hours per week – average)  
**DURATION OF APPOINTMENT**: 9 months August 16, 2024- May 15, 2025  
**ORGANIZATION**: Student Affairs – Access Center  
**LOCATION**: WSU Pullman - Access Center, Washington Building  

**BASIC FUNCTIONS**: The graduate assistant will report to and work with the Alternative Testing Coordinator (ATC) to assist with the daily operations of the Alternative Testing Center. Approved exam accommodations are provided for students who are registered with the Access Center.

**REPORTS TO**: Alternative Testing Coordinator (ATC)  
**SUPERVISORY RESPONSIBILITIES**: None  

**DUTIES AND RESPONSIBILITIES**

1. **Review & troubleshoot Alternative Testing Agreements (ATA)**: There must be an ATA for each class in which a student requests testing accommodations. This task includes: sending a general follow-up email to all instructors that have students requesting testing accommodations in their courses the second week of the semester, and generating a list of instructors that have not created an ATA in the subsequent weeks. Respond to faculty requests for assistance with submitting ATAs, reviewing ATAs for inconsistencies, corresponding with instructors for clarification if necessary, and copying ATAs over to cross listed courses.

2. **Review, troubleshoot and approve exam requests**: review exam requests, ensure that student is scheduling within parameters set by instructor, and approve. If exam requests do not fall within parameters propose a time that does fall with parameters and/or coordinate with student and instructor for alternate exam time.

3. **Exam processing and returns**: return exams according to the specified return method listed on the ATA: scan/email, upload to faculty portal, digital upload, or hold for pick-up. Mark return method in AIM and on proctor sheet.

4. **Exam check-in & check-out**: verify identity of students checking in for exams, check approved resource materials allowed, ensure that all non-permitted resources are put in lockers, check the student in and out in AIM.

5. **Proctoring & incident reports**: proctor exam area every 15 minutes by walking through main testing room, private rooms, and hard-to-observe areas. Observe for signs of unpermitted resources and write up incident reports.

6. **Office and testing room maintenance**: keep office space and testing area presentable by tidying up, disinfecting areas, restocking, and organizing supplies, and looking for any unpermitted resources.

7. **Other duties as assigned**
**REQUIREMENTS**

In addition to those required under Graduate School policy for receiving an graduate assistantship:

- Bachelor’s degree
- Ability to work 20 hours per week
- Ability to work scheduled hours in person
- Quick learner with the ability to adapt to new information and situations.
- Working knowledge of Microsoft suite programs

**PREFERRED QUALIFICATIONS**

**ESSENTIAL WORK COMPETENCIES**

- Strong written and verbal communication skills
- Ability to mediate, negotiate, and identify options in high stressful situations
- Ability to work with people of diverse backgrounds: race, sex, national origin, religion, ability, and sexual orientation
- Ability to provide educational services to various university constituents
- Knowledge of and ability to function effectively in a higher education environment

**KNOWLEDGE, SKILLS & ABILITIES RECOMMENDED/OPTIONAL**

- Ability to work scheduled hours in person

**COMPENSATION**

- Salary range $2,318.50 - $2,561.00 based on the location in Pullman, WA, and the successful applicant’s educational experience and level.

**WORK CONDITIONS**

- Position requires office environment

**PHYSICAL REQUIREMENTS**

- Sitting/standing at a workstation
- Lifting/carrying materials for office

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**Application instructions**

The deadline for submitting the application is July 26, 2024.

Email lora.paz@wsu.edu with “Assistantship” in the subject line and with the following attachments:

- A letter of application addressing the minimum and preferred qualifications and articulating your interest in working at the Access Center.
- Your up-to-date resume or CV.
- A letter of recommendation supporting your application and further addressing minimum and preferred qualifications.

**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.