

Title: Professional Development Graduate Assistantship

Department: Graduate School

Availability: Spring 2021, renewal for AY 2021-22 dependent on performance and funding

Required qualifications:

- Pullman-based Ph.D. graduate student
- Cumulative GPA ≥ 3.0

Preferred qualifications:

- Current or past Graduate and Professional Student Association (GPSA) Senator

Compensation:

- Step 42 for 0.5 FTE

Application materials:

- Cover letter (1000-word limit)
- Resume or Curriculum vitae
- List of three references

Application Deadline: September 25, 2020.

Submit materials via email to Graduate School Dean Lisa M. Gloss at imgloss@wsu.edu

Decision on award of assistantship will be announced by October 2, 2020.

General Description: The Professional Development Initiative (PDI) is intended to enhance the graduate student training in core competencies that will facilitate a productive transition into future careers in academia, government, or industry and the private sector.

<https://gradschool.wsu.edu/pdi/>

The graduate assistant (GA) will support the organization and implementation of programming for the PDI, a joint partnership between the Graduate School and the GPSA. The GA will report to the Dean of the Graduate School, Lisa Gloss.

The successful applicant must have the following:

- ☐ motivation and commitment to the design of professional development opportunities for a broad spectrum of WSU graduate students;
- ☐ strong organizational and time management skills;
- ☐ excellent written and oral communication skills;
- ☐ previous leadership experience in student organizations.

Assistantship Responsibilities:

Participate in the leadership functions of the PDI executive committee and provide organizational support and coordination of PDI programming.

Additional, specific duties will include:

- Serve as a liaison between the Graduate School and the GPSA in PDI-related matters, including weekly meetings with the GPSA Professional Development chair and Dean of the Graduate School.
- Coordinate with GPSA Professional Development Chair and Graduate School staff to implement programming activities for the PDI, including aspects of scheduling, publicity and assessment of program effectiveness.
- Help organize and attend meetings of the university-wide Professional Development Advisory Council.
- Provide input and participate in other duties as assigned related to Graduate School functions that contribute to the professional development of WSU graduate students.