

**GRADUATE STAFF ASSISTANT  
(Student Development Coordinator)**

**Department:** Kelly Ethnic Cultural Center, Office of Minority Affairs & Diversity

**Date Available:** Sept. 1, 2018 - June 30, 2019

**FTE:** 50% appointment with tuition and benefits

**Hours/Times:** 19.5 hours/week, between 9 am – 9 pm

**Application Deadline:** April 16, 2017

**The Samuel E. Kelly Ethnic Cultural Center**

In support of the University of Washington goals, the Samuel E. Kelly Ethnic Cultural Center (Kelly ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Kelly ECC provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

**Job Purpose**

The general objectives of the Kelly ECC **Graduate Staff Assistant – Student Development Coordinator** is to immerse themselves in the organizational culture and structural operations of the Office of Minority Affairs and Diversity (OMA&D) Kelly ECC to help them expand professional experiences, and to develop professional contacts and competencies in Minority Affairs Administration and Student Affairs. This position is responsible for assisting the Kelly ECC Leadership Team with high quality work pertaining to programming, advising, and administrative tasks.

**General Duties/Description:**

- Assist the Leadership Team in advising student organizations (cohort of 15 RSOs.) on matters of university policies, event planning, and other matters pertaining.
  - Provides counseling in the planning and implementation of Registered Student Organization programs and events
  - Assist in the affiliation, registration and orientation process of Kelly ECC student organizations
  - Hold advisor office hours on a weekly basis
  - Attend student organization meetings, events and programs
  - Serves as an advocate and liaison for students; advises students about other campus resources and services
- Assist in development and coordination of Fall Quarter *OMA&D Mentor Power for Success Program*
- Coordinator all aspects of the Kelly ECC Student Resource Center
- Assist the Leadership Team in planning, designing, and implementation of Kelly ECC *Signature Events: First Year Retreat, Diversity Leadership Conference, and End of the Year Gala Celebration*
- Assist in the development and coordination of programming as it relates to Education on Social Justice and Faculty engagement.
- Participate in the facilitation of Kelly ECC Leadership *workshops* as needed
- Participate in the promotion of the Kelly ECC by providing tours and helping to maintain facility integrity as well as participate in presentations at campus wide events

## **Expectations**

- Act as liaison for the Kelly ECC and the non-UW community including collaborations with other university entities
- Hold office hours to maintain regular contact with student organizations, ECC staff and OMA&D
- Required attendance to all ECC staff meetings, trainings and orientations
- Available to work evenings and weekends
- Meet with your supervisor weekly to provide updates on progress of projects and programs.
- Adhere to mission of the ECC, OMA&D and the University
- Provide general ECC front desk office coverage when needed
- All other duties as assigned by Director or Director's designee

## **Graduate Student Assistant should, minimally, have the following qualifications:**

- Experience working as part of a team on the planning and implementation of events and programs.
- Demonstrated commitment to the success of minority and/or economically disadvantaged college students.
- Strong verbal communication skills.
- Must have excellent response time and accuracy in task assigned.
- Superior writing skills.
- Superior office skills.

## **Conditions of Employment**

Under the Conditions of Employment, the candidate must have the:

- **Active matriculation in a UW graduate program**
- **Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.**
- Ability to sit for 5.5 hours per day or more
- Ability to lift up to 50 lbs between 2.5 and 5.5 hours per day
- Ability to carry 15 to 25 lbs between 2.5 and 5.5 hours per day
- Ability to climb (step stool, ladder, stairs); reach above shoulder height for less than 1 hour per week
- Ability to keyboard/type the fine manipulation such as using a mouse and handwriting for 2.5 to 5.5 hours per day
- The position does require some physical work in setting up table and chairs, easels, projectors, portable screens, equipment, along with hanging curtains or banners for special projects or events. This may include climbing ladders to do so. The frequency of each is dependent on the day/event.

## **Salary:**

Salary and benefits are competitive. Salary is commensurate with academic standing, qualifications, and experience.

## **How to Apply:**

Please submit your application, cover letter, and resume to the Kelly ECC HR & Fiscal Manager either in person or via email to [msp11@uw.edu](mailto:msp11@uw.edu). The application must be downloaded from the Kelly ECC website and included with your application.

## **Application inquiries may be made with:**

Minh Su Park, [msp11@uw.edu](mailto:msp11@uw.edu), 206.616.9468, Kelly Ethnic Cultural Center – Office of Minority Affairs and Diversity.

**Notes:**

This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit:

(<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/index.html>)

*The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.*

*The Samuel E. Kelly Ethnic Cultural Center values having an inclusive work place that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.*

**For information or to request disability accommodation contact:**

Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at [dso@uw.edu](mailto:dso@uw.edu). You can also visit the site at <http://hr.uw.edu/dso/>.