

**Position  
Description:**

**GSA position for Autumn Quarter, 2019**

The Graduate School solicits applications for a 50% FTE, Autumn Quarter Graduate Staff Assistantship (GSA) appointment (with possibility of re-appointment for additional quarters) to help analyze and present information and data related to UW graduate education.

Responsibilities will include:

- Assist in building internal data sources and reports to aid Graduate School staff in responding to ad-hoc data requests.
- Create and contribute to reports that communicate data and analysis to the UW and larger communities.
- Analyze and report on graduate education data. This will require using Graduate School databases, the UW Enterprise Data Warehouse, and other institutional, web and library sources. This will also require collaboration with Graduate School staff.
- Contribute to the development of Tableau dashboards for communication of graduate education data to the UW and larger communities.

The GSA will report to the Graduate School's Institutional Data Analyst, and also work closely with the Director of Computing and Information Resources, Data Manager, and Data Integration & Reporting Specialist.

**Requirements:**

1. Full-time graduate student status at the University of Washington
2. Demonstrated aptitude with RDBMS and SQL scripting for data gathering, analysis and preparation.
3. Basic statistical knowledge, proficiency in MS Office applications with emphasis on Outlook, MS Excel, Word and PowerPoint.
4. Though the GSA will work closely with colleagues in the Graduate School office, the lead supervisor for this position works remotely – applicants must be comfortable interacting via Skype and phone.

**Desired:**

1. MS SQL Server and T-SQL knowledge and experience.
2. Experience creating clear and effective data visualizations and dashboards is highly desirable.
3. Proficiency with data visualization software, such as Tableau, is highly desirable.
4. Experience with graduate education data and metrics.
5. Experience using data warehouse tools, including business analytics.
6. Experience with data analysis and reporting.
7. Priority given for doctoral-level graduate students

**Conditions of  
Employment:**

Application process:  
Candidates should submit their resume/vitae and cover letter by June 7, 2019. Application materials may be sent to [gradhr@uw.edu](mailto:gradhr@uw.edu) with the subject line stating GSA – CAIR Application. Questions concerning the position may be sent to [jlehner@u.washington.edu](mailto:jlehner@u.washington.edu). The appointment will begin effective September 16, 2019.

**Note:** 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:

[www.washington.edu/admin/hr/jobs/apl/union-info.html](http://www.washington.edu/admin/hr/jobs/apl/union-info.html)

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

**Salary and  
Benefits**

Compensation is at the GSA level for which the student is eligible. This includes tuition coverage, health benefits, and monthly stipend paid twice per month.