



PUBLIC HEALTH-GLOBAL HEALTH MAJOR POSITION ANNOUNCEMENT

Position Title: Graduate Student Assistant

Supervisor: Joe Harper Kowalczyk, Academic Services Director

Hours per week: 20

Start Date: September 16, 2019

End Date: June 15, 2020

Application Deadline: September 5, 2019

Position Summary: The Public Health-Global Health Major is seeking **one (1)** Graduate Student Assistant (GSA), for 20 hours per week, during the **2019-2020 academic year – autumn, winter, and spring quarters**. The GSA will support advising and administration of the Major. The PH-GH Major is an undergraduate program with approximately 500 students in the School of Public Health. This position is appropriate for graduate students from the College of Education and School of Social Work with an interest in advising, administration, and equity, diversity, & inclusion.

Specific Job Functions:

- Advise prospective students, including transfer students, and current undergraduate majors
- Research and review literature on the topic of advising scholarship
- Assist in the coordination of assessment of the Major's student services
- Assist in implementation of recommendations for program improvement
- Other tasks, as necessary

Required Qualifications: Minimum standing of current graduate student in the UW Graduate School (or other UW School or College)

Preferred Qualifications:

Experience with advising and higher education administration; background in student affairs, student development, and/or adolescent and young adult development; experience and excitement for working with undergraduate students

Salary: Commensurate with academic standing, qualifications, and experience

Application Procedure: Please submit application, resume, cover letter, and transcript via the [PH-GH GSA Application Google Form](#). ****Note that you must be signed into a Google account (UW or preferred Gmail account) in order to submit this application.**** If you're having problems, please contact joehk@uw.edu.

Non-discrimination Statement: 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. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Presidential Executive Order 11246 as amended,

Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Equal Opportunity and Affirmative Action compliance efforts at the University of Washington are coordinated by the **Office of Equal Opportunity and Affirmative Action, University of Washington, 231 Gerberding Hall, Box 351240, Seattle, Washington, 98195-1240, telephone 206.543.1830 or email eoaa@u.washington.edu.**

Access Statement: The University of Washington 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, as a visitor or a student, contact the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or dso@u.washington.edu.