

**Position Description
Graduate Staff Assistant**

*Early Identification Program for Graduate & Professional Study and
Ronald E. McNair Post-Baccalaureate Achievement Programs*

Office of Minority Affairs & Diversity
University of Washington

Position

The Early Identification Program (EIP) and McNair Scholars Program in the Office of Minority Affairs and Diversity is now accepting applications for a Graduate Staff Assistant (GSA). The appointment will begin on or around September 16, 2016 and continue through the end of the academic year, June 15, 2017.

We give priority consideration to graduate students enrolled in Ph.D. programs and welcome applicants from any discipline. However, we are particularly interested in applicants who have a background in STEM (Science, Technology, Engineering, and Mathematics) based disciplines. Applicants with strong writing, journal editing, and advising skills and experience are encouraged to apply. Candidates should also have experience working with and a demonstrated commitment to the academic success of minority and/or economically-disadvantaged students.

The position requires a full academic year commitment, and compensation will be at the 50% FTE rate and includes a tuition-waiver. Compensation will reflect the 2016-2017 regular Graduate Student Services Appointment Salary Schedule and will range between \$2,060 and \$2,378 per month depending upon academic eligibility level. This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information, visit: <http://www.grad.washington.edu/students/fa/uawcontract.shtml>. Note: Students who are enrolled in fee-based programs are not eligible for tuition-waivers associated with this position.

How to Apply:

If you are interested in applying for this position, please submit your:

- 1) Curriculum vitae (Including 3 references)
- 2) Letter describing your interest in the position as well as any relevant experiences.

All application materials must be received by 5 pm on Tuesday, May 31, 2016 via UW catalyst (<https://catalyst.uw.edu/collectit/dropbox/uwmcnair/38269>) or if you do not have access please submit your applications via email (uwmcnair@uw.edu). Applicants should be available for an interview between May 30th and June 3rd, 2016 if at all possible.

If you have any questions, please contact us at (206) 685-3643 or via email at uwmcnair@uw.edu.

Overview of Programs

The Early Identification Program for Graduate & Professional Study (EIP) was established in 1985 by the Office of Minority Affairs & Diversity. The long-range goal of the program is to help address the lack of qualified minority, first generation and economically disadvantaged applicants to faculty positions in American colleges and universities. The program operates under the philosophy that this goal can be met by providing undergraduates who aspire to graduate or professional school with the level of guidance, resources, opportunities, and information necessary to make informed choices regarding their professional goals and the variety of post-baccalaureate options available to meet those goals.

The Ronald E. McNair Post-Baccalaureate Program serves twenty-seven undergraduate students each year. Students accepted into McNair must be low-income and first-generation or from an underrepresented group, and they must intend to pursue a PhD. The McNair Program provides guidance, research opportunities, and services to prepare undergraduates for doctoral study. In 1999, The University of Washington received funding for this program from the Department of Education. Named for Challenger astronaut Dr. Ronald E. McNair, the program's goal is to increase the representation of economically and educationally disadvantaged groups in academic and research positions.

Program Function

Together with the Directors of the two programs, the staff maintain ongoing counseling relationships with over 200 students. In order to meet students' needs for guidance in graduate and professional school applications, the staff actively work to build and maintain professional relationships with faculty, interact with programs and services both on and off campus that will be beneficial to students. In addition, staff develop and teach workshops and seminars to inform and guide students through the application process and maximize their graduate school potential. The EIP and McNair programs also provides opportunities for students to learn about, engage in and present original undergraduate research.

Working under the guidance of the Director and Assistant Director, and in coordination with the Program Coordinator will assume the following responsibilities:

- Advise Students interested in and applying for graduate school
 - Primary advising duties include the 27 students who are part of the McNair Scholars Program. Additional advising for students who are part of the Early Identification Program.
 - Meet (and follow-up) with students to discuss their plans and options for graduate study.
 - Assume responsibility for advising students in areas of study that may be outside own area of specialty.
 - Establish contacts with programs (including their faculty and program assistants) in the areas of study for which the GSA is responsible.
 - Connect students with UW faculty or graduate students when appropriate.
 - Maintain the highest ethical and professional standards when working with students.
- Work as part of a team planning and implementing workshops, seminars, and programs.
 - Assist in creating and presenting workshops on relevant topics that are directed toward students interested in graduate school.
 - Assist with the organization and implementation of outreach and recruitment efforts for students interested in attending graduate school.
 - Attend regular staff meetings.
- Instructional Duties
 - Serve as co-instructor for Senior Seminar with second Graduate Student Advisor. The senior seminar is focused on working with graduating seniors apply to graduate school and takes place during the Fall Quarter.
 - Co-Instruct, with McNair team, McNair Scholar Seminar during Fall Quarter.
 - Co-instruct, with McNair team, the Winter Quarter public speaking and research presentation seminar.
 - Assist in preparation for Research Methods Seminar (Different Ways of Knowing).
- Routine Duties
 - Regularly update student advising appointments using OMA&D databases.
 - Contribute to weekly updates of McNair and EIP websites.
- Additional McNair Program Duties
 - Assist with the Annual Performance Report for the U.S. Department of Education.
 - Assist McNair staff in planning and conducting the UW McNair Research Conference.
 - Gather information, edit, and compose online newsletter, The McNair Rocket.
 - Edit, and compose online and paper UW McNair Scholar Research Journal.
- Be physically present/report for work 19.5 hours per week in the McNair/EIP Office.

Additional duties include:

- Assist Director and Assistant Director in program assessment and evaluation activities.
- Serve as representative of programs to outside constituents when necessary.
- Participate in selection committees for scholarships, as well as hiring.
- Other duties as assigned by Director, Assistant Director and Program Coordinator.

The Graduate Staff Assistant should have the following minimum qualifications:

- Active matriculation in a UW graduate degree program Ph.D. or other doctorate preferred.
- Demonstrated experience working with undergraduates in a teaching, counseling or advising setting.
- Demonstrated experience with graduate/professional school admissions structures.
- Experience working as part of a team on the planning and implementation of events and programs.
- A broad knowledge of the numerous requirements for various graduate and professional programs and internships available to students, and a demonstrated ability to secure such knowledge.
- Experience teaching undergraduates, and in particular, working with minority and/or economically-disadvantaged students in a college/university settings.
- Demonstrated commitment to the academic success of minority and/or economically disadvantaged college students.
- Experience working with faculty in a research university.
- Strong verbal communication skills.
- Strong writing and editing skills.
- Superior office skills (including computer knowledge).
- Experience or desire to train in basic data entry and analysis.
- Experience or desire to train in web editing and/or composition skills.
- Some exposure to STEM (Science, Technology, Engineering, and Mathematics) major preferred but not required.

Salary: This job classification is governed by a negotiated labor contract. For more information: (<http://www.grad.washington.edu/students/fa/uawcontract.shtml>)

The University of Washington is an equal opportunity employer. Salary commensurate with academic standing, qualification, and experience.

The University of Washington is an equal opportunity. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.