

Graduate Staff Assistant

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

Position Overview:

The Early Identification Program (EIP) and TRIO 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 September 16, 2019 and continue through the end of the academic year, June 13, 2020.

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 the science, technology, engineering and math (STEM) 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 underrepresented and/or economically-disadvantaged undergraduate students.

The position requires a full academic year commitment with full-time enrollment (10 credits). Compensation will be at the 50% FTE rate and includes a tuition-waiver and health insurance through the Graduate Appointee Insurance Program (GAIP). Compensation and benefits will reflect the 2019-2020 negotiated labor contract and is subject to union shop provisions. For more information, visit: <https://hr.uw.edu/labor/unions/uaw/contract>. Information about assistantships at the University of Washington can be found on the UW Graduate School Website: <https://grad.uw.edu/graduate-student-funding/for-students/assistantships/>.

How to Apply:

If you are interested in applying for this position, please submit the following 3 parts to your application as separate pdf files. **All application materials must be received by end of day May 19th, 2019** via **Google Forms** (<https://forms.gle/AqAzzVsYxMaF1ok69>). Applicants should be available for an interview between June 3-7, 2019.

- 1) Curriculum vitae (including 3 references)
- 2) Letter describing your interest in the position as well as any relevant experiences
- 3) Diversity Statement- **Submit answers (1-2 paragraphs) to the following questions:**
 1. What are your definitions of diversity, equity and inclusion? What have you done to further your knowledge about these principles?
 2. How do your intersecting identities influence and contribute to your work, interactions & communications with the larger, diverse University communities (students, staff and/or faculty)?

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 is a federally funded TRIO program that serves twenty-seven undergraduate students each year. Students accepted into McNair must be low-income and first-generation or from an underrepresented group within graduate education, and they must intend to pursue a research-based doctoral degree. The McNair Program provides guidance, research opportunities, and serves to prepare undergraduates for doctoral study. 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 advising 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 and to 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 actively work to connect students with opportunities to learn about, engage in and present original undergraduate research.

The offices are part of the [Office of Minority Affairs and Diversity](#) and are located in the [Center for Experiential Learning and Diversity](#).

Position Responsibilities

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

1. Advise students interested in and applying for graduate school and conducting undergraduate research.
 - Primary advising duties include the 27 students who are part of the McNair Scholars Program with additional advising provided to students who are part of the Early Identification Program.
 - Meet regularly with students to discuss their options, plans and preparation for graduate study.
 - Assume responsibility for advising students in areas of study that may be outside own area of specialty.
 - Connect students with UW faculty or graduate students when appropriate.
 - Maintain the highest ethical and professional standards when working with students.
2. 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.
3. Instructional Duties
 - Co-Instruct, with McNair team, graduate school preparatory seminars during Fall and Spring Quarters.
 - Co-instruct, with McNair team, the Winter Quarter public speaking and research presentation seminar.
4. Event Planning and implementation
 - Assist in the planning and implementation of quarterly social, cultural and academic events.
 - Assist in planning and conducting the annual EIP & McNair Research Conference.
 - Coordinate all aspects of event planning such as room reservations, food orders and advertisements.
5. Routine Duties
 - Maintain regular communication with students, staff and partners via phone and email.
 - Regularly update student advising appointments using OMA&D databases.
 - Contribute to weekly updates of McNair and EIP websites.
 - Attend regular staff meetings.
6. Additional Program Duties
 - Assist with the Annual Performance Report for the U.S. Department of Education.
 - Assist in program assessment and evaluation activities.
 - Serve as representative of programs to outside constituents when necessary.
 - Edit and compose online and paper UW McNair Scholar Research Journal.
 - Participate in selection committees for McNair program, scholarships, as well as hiring.
 - Other duties as assigned by Director, Assistant Director and Program Coordinator.
7. Be physically present for work 19.5 hours per week in the McNair/EIP office.

The Graduate Staff Assistant should have the following job qualifications:

- Active matriculation in a UW graduate degree program (Ph.D. or other doctoral program preferred).
- Demonstrated commitment to the academic success of first-generation, minority and/or economically disadvantaged college students.
- Demonstrated experience working with undergraduates in a teaching, counseling or advising setting.
- Demonstrated experience with conducting seminars, workshops and/or teaching activities.
- Experience working as part of a team on the planning and implementation of events and programs.
- Experience with or desire to learn varied research methodologies.
- Experience working with faculty in a research university.
- Strong verbal communication skills.
- Strong writing and editing skills.
- Strong 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.

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:

<https://hr.uw.edu/labor/unions/uaw/contract>.

[The University of Washington is an equal opportunity, affirmative action employer.](#) 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.