

Office Director

The Graduate and Professional Student Senate (GPSS) seeks an Office Director to support the Vice President of Administration and to oversee administrative operations during the regular academic school year. Compensation for this position is \$24 per hour, 19 hours per week for 34 weeks.

Key Responsibilities

- Serving as a public face for GPSS by managing the front desk in HUB 314 and greeting visitors seeking assistance, so should be able to work almost entirely in-person.
- Serving as a public face for GPSS by managing all inquiries received via the primary telephone number and email address, including delivering messages to relevant recipients.
- Assisting in the regular activities of the GPSS office, including keeping track of office hours schedule, managing an office wide calendar, and delegating cleaning responsibilities.
- Ensuring the GPSS website is accurate and accessible, including creation of specific updates and pages with support from the Communications Director as assigned.
- Supporting the GPSS Vice President of Administration and President in preparation and management of GPSS Senate and Executive Committee meetings, such as through Senator roster updates, meeting set-up, serving as a backup minutes taker when the Clerk is absent, and other duties as assigned.
- Ability to attend senate meetings at least twice a quarter and at least one in-person GPSS event per quarter
- Will report to the Vice President of Administration, but may work with other officers as projects arise

Qualifications

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Be able to work in-person 19 hours per week.
- Strong organization and communication skills.
- Ability to multitask, triage tasks effectively, and rapidly change pace.
- Experience with web design, especially with WordPress.
- Strong initiative and ownership of tasks and work produced.
- Ability to manage interpersonal conflict and manage an office space.
- Demonstrated experience working with underrepresented populations and an ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.
- Interest in working with student government and being part of a team.

Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 19 hours per week.
- Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room

314. These hours may be reduced under the discretion of your supervisor.

- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 19 hours per week.
 - Remote work options are available and will be arranged based on work with your project load.
- Please do not let these expectations deter you from applying, please email Amanda Chin (she/her), gpssvpin@uw.edu, with any questions or concerns to your scheduled interview time.

Application Process:

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered. Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please contact Amanda Chin (she/her), gpssvpin@uw.edu.

Hired applicants will be expected to attend an in-person Staff Orientation in September.