

University Affairs Director

The Graduate and Professional Student Senate (GPSS) seeks a University Affairs Director to aid the President in their overall duties of office and oversees GPSS liaisons. Compensation for this position is \$24 per hour, 19 hours per week for 34 weeks.

Key Responsibilities

- Preparing liaison correspondence and managing appointments to university and student government committees.
- Preparing reports and memos for the GPSS President and helping on special projects.
- Conducting an internal review of GPSS which includes interviews, a survey, and a final report.
- Managing a list of all GPSS university liaison appointments, communicating with and providing reports from liaisons, and tracking liaison meeting attendance.
- Ability to attend senate meetings at least twice a quarter and at least one in-person GPSS event per quarter.
- Supporting the External Affairs team and Legislative Advisory Board in providing key insight into student needs.
- Attending Faculty Council meetings, as needed.
- Reporting to the President 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.
- Familiarity with UW academic programs and campus issues.
- Experience producing professional quality reports.
- Research, data management, and analysis skills.
- Experience conducting surveys, focus groups, and interviews.
- Ability to professionally handle sensitive and/or private/privileged information.
- Excellent written and oral communication skills.
- Ability to maintain a flexible and organized schedule and meet deadlines with limited supervision.
- 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.