Graduate Staff Assistant (GSA)

The Undergraduate Research Program is seeking a GSA who will be a member of a highly collaborative team that assists undergraduates in all fields to enrich their academic experience through engagement in exciting, hands-on research with UW faculty in all disciplines.

About the Undergraduate Research Program

As part of the Center for Experiential Learning and Diversity (EXPD), the Undergraduate Research Program (URP) facilitates research experiences for undergraduates with faculty members across the disciplines. URP staff comprise a small, dynamic team who assist students in planning for an undergraduate research experience, identifying faculty mentors and projects, defining research goals, presenting and publishing research findings, obtaining academic credit, and seeking funding for their research. URP maintains a listing of current UW undergraduate research opportunities and related national programs, and offers the Summer Institute in the Arts & Humanities and co-hosts other summer STEM research programs. The Annual UW Undergraduate Research Symposium provides a forum for students to present their work to the university community and the public. Information about our program offerings and ethos is available on the URP website: http://www.uw.edu/undergradresearch/.

We welcome applicants from any discipline and give priority consideration to graduate students enrolled in Ph.D. programs. However, we are particularly interested in applicants who have experience in science, engineering, and/or mathematics research with a broader appreciation of research applications in all disciplines including social sciences, arts, and humanities. Applicants should have experience with and invested in the academic success of underrepresented student populations within higher education.

Appointment Information

50% FTE September 16, 2018 – June 15, 2019, with possible appointment during summer 2019

This 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 2018-2019 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
Graduate Staff Assistant's General Responsibilities:

- **Advising**
  - Advise students in all academic disciplines interested in becoming involved in undergraduate research during the academic year and summer.
  - Provide guidance to students on resumes and cover letters as they apply for research opportunities.

- **Instruction & Workshops**
  - Assist in the planning of the autumn and winter quarter Research Exposed seminar and take lead responsibility on assessment of student learning by reviewing assignments and quizzes.
  - Assist in preparation and curriculum development for URP courses (e.g. Research Intensive for Community College Transfers).
  - Facilitate information sessions and workshops related to abstract writing, poster design, and other research skills.

- **Event Planning**
  - Assist in planning and implementation of meetings and events with students.
  - Assist in the planning of the annual Undergraduate Research Symposium, including communications with undergraduate participants and a variety of other support functions prior to and during the Symposium.
  - Assist in the planning for summer research programs and other competitive undergraduate research scholarship opportunities.

- **Outreach**
  - Represent the Undergraduate Research Program at various campus outreach activities, seminars, and events.
  - Update social media sites, including URP Facebook and blog posts.

- **Administrative Support**
  - Assist in the coordination of our Undergraduate Research Leaders program.
  - Provide clerical support for the Undergraduate Research Program, assist in daily operations, and office organization.
  - Attend weekly URP staff meetings and monthly EXPD staff meetings.
  - Provide occasional front desk reception support for the Center for Experiential Learning and Diversity, where the program is located.

**Qualifications:**

- Full-time enrollment in a UW graduate program (Ph.D. preferred);
- Experience participating in research as an undergraduate and/or graduate student;
- Strong communication skills, including experience making presentations and public speaking;
Experience teaching, advising, and/or working with UW undergraduate students;
Demonstrated experience with diverse student populations;
Computer literacy: familiarity with basic HTML and/or Wordpress, proficiency with MS Word, and Excel, UW Canvas and Google Apps;
Understanding/familiarity/Interest in research in STEM fields, particularly biological science;
Appreciation and broader understanding of research in arts and humanities and social sciences;
Creative problem solving skills and attention to detail;
Ability to work well under deadlines and handle multiple tasks;
Enjoy working and interacting with faculty, students, and staff of diverse backgrounds and across academic disciplines; and
Work well, both as a member of a dynamic team, and independently with minimal supervision.

Work hours and location
Work schedule to be determined quarterly. Work location is 171 Mary Gates Hall, the Center for Experiential Learning and Diversity (EXPD), plus various locations for seminars, information sessions, and workshops. Occasional evening and weekend hours desired.

Supervisor
URP Assistant Director oversees the work of the graduate staff assistant.

How to Apply
If you are interested in applying to this position, please submit the following three parts as separate pdf file:

1) Curriculum Vitae (including three references)
2) Cover letter describing your interest in the position, as well as, any relevant experiences
3) Diversity statement that answers the following two questions (1-2 paragraphs)
   i. What are your definitions of diversity, equity, and inclusion? What have you done to further your knowledge about these principles?
   ii. How do your intersecting identities (e.g. race, ethnicity, socioeconomic status, religion, gender) influence and contribute to your work, research, interactions and communications with the larger diverse UW communities (students, staff, and faculty)?

Submit application materials via Google Form: (https://goo.gl/forms/XZXUSJhlwlfXsuld2).

If you have any questions, please contact us via email at urp@uw.edu. Priority consideration will be given to those who apply by 12:00 p.m. (noon), Tuesday, August 14, 2018.