Graduate Staff Assistant (GSA) Position: Diversity
Autumn 2016 and Winter 2017

Time Period: As soon as possible – March 15, 2017 (with potential to extend through June 15, 2017)
Work Schedule: up to 20 hours per week; specific schedule to be arranged with the supervisor
Salary: commensurate with experience
Hiring Unit: SPH Dean's Office
Hiring Unit Contact: Laura Rutledge (laura007@uw.edu)

Description of Duties
The Graduate Staff Assistant (GSA) will work closely with the SPH Diversity Committee and the Office of Student Affairs to develop and implement activities related to diversity within the School of Public Health. Activities will include:

- Coordinate SPH Diversity Committee and Diversity Committee work group meetings (e.g. provide scheduling support, attend, and take minutes);
- Assist with Diversity Committee and work group communication (email announcements, website updates, coordination with Communications staff);
- Serve as liaison between SPH Diversity Committee and external consultant to conduct a diversity needs assessment and strategic plan for the SPH Diversity Committee;
- Help plan and hold events for Diversity Committee and Student Affairs (e.g. brown bag lunches, workshops, career fairs);
- Collect and organize available data on SPH Diversity among staff, students, and faculty; and
- Represent the SPH Diversity Committee at other diversity related events on campus (e.g. departmental diversity committee meetings, workshops).

Conditions of the Appointment
This Graduate Staff Assistant appointment (Occupation Code = 0857; non-teaching/research academic assistance) is dependent upon satisfactory performance of duties.

This appointment is classified as an Academic Student Employee (ASE) and is governed by a collective bargaining agreement between the University of Washington and UAW Local 4121. For more information regarding the UAW Local 4121 please visit their web site at: http://www.uaw4121.org.

Monthly compensation will be consistent with the terms of the collective bargaining agreement.

This appointment does not have benefits or tuition coverage for Autumn Quarter 2016. For Winter Quarter 2017 this appointment will provide tuition coverage and medical, dental, and vision eligibility and coverage under the Graduate Appointee Insurance Plan as described on the UW Human Resources website at http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html.

Eligibility for other benefits, including vacation, leave, and childcare assistance, is detailed in the collective bargaining agreement.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation, contact the Disability Resources for Students (uwdrs@uw.edu).