

## **Downtown Initiative Graduate Assistant**

### **Position Responsibilities**

The WSU Office of the President is seeking a graduate assistant to help advance the University's Downtown Initiative, a collaborative effort with the City of Pullman focused on developing a downtown that is a vibrant hub for business, entertainment, government, arts and educational activities, attracting students, local residents, and area visitors.

Key responsibilities include the following:

- Assist with efforts to form a Downtown Pullman Association
- Conduct research on local trends and initiatives focused on downtown revitalization, compile information, analyze data, and prepare reports and communicate findings, as needed
- Interact and engage with a wide variety of City and University individuals: City of Pullman and Chamber of Commerce leaders, local business owners, community members; and University administrators, faculty, staff, and students
- Engage with other University efforts focused on Pullman Town-Gown projects and City committees and task forces (e.g., the Community Identity and Visual Appeals Task Forces) to identify opportunities to unite efforts, leverage resources, and develop further collaborations
- Attend City and University meetings, as appropriate, such as the Downtown Focus Group and other committees and groups, as necessary

### **Position Details**

- Nine-month position (August 16, 2017 – May 15, 2018)
- 20 hours per week
- Salary: \$1,200 - \$1,500/month DOE
- Other benefits: tuition waiver and health insurance

### **Qualifications and Skills**

- Enrolled as a graduate student at WSU, either master's or doctorate program
- Strong oral communication and interpersonal skills, including patience, diplomacy, and flexibility
- Strong written communication skills
- Demonstrated ability to work autonomously (be a self-starter) and as a team member
- Critical and analytical thinking skills
- Creative and ambitious

- Experience conducting background research for specific topics

**How to Apply:**

Please email a cover letter, resume, and three references (with phone and email contact) to the Downtown Graduate Assistant Selection Committee in care of:

Christine R. Hoyt  
Chief of Staff  
Office of the President  
Washington State University  
[christine.hoyt@wsu.edu](mailto:christine.hoyt@wsu.edu)  
509-335-6615

The position will remain open until filled, although priority for filling the position will be given to applicants submitting their materials by **Thursday, August 3**.