

Office of the President Graduate Assistant

Position Responsibilities

The WSU Office of the President is seeking a graduate assistant to provide support for the completion of a variety of projects and initiatives. This position reports directly to and is supervised by the President's Chief of Staff.

Key responsibilities may include the following:

- Assist with the following: designing project scope and objectives, creating and recommending timelines and activities, completing project activities, and monitoring and keeping projects on track
- Research and compile background information and materials, review and synthesize information, and make recommendations that will lead to the completion of particular projects
- Assist with developing surveys for securing community input on various initiatives, track responses, compile data into a usable format for presentations or reports, and write descriptive summaries of results
- Assist with a variety of other tasks related to projects and initiatives, which may include helping to carry out public forums or town halls, attending forums, and compiling feedback into usable formats
- Help to write reports or correspondence on various topics
- Interact and engage with selected university officials and staff, as necessary, to secure information and collaborate on projects

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:

Christine R. Hoyt
Chief of Staff
Office of the President
Washington State University
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**.