

## LLE (Large Learning Environments) Graduate Staff Assistant

**Title/Pay Classification:** Graduate Staff Assistant 50% FTE

**Application Open:** Friday, May 12th

**Application Closes:** Sunday, June 4

**FTE: 50% FTE September 1, 2023 - June 15, 2023**

**Handshake Job # [7868142](#)**

### ORGANIZATION DESCRIPTION:

[Academic Support Programs](#) (ASP) at the University of Washington (UW) Seattle Campus provides transformative educational experiences to help students thrive academically at UW. Committed to a diverse and inclusive university, we develop varied models of support to help all our students succeed. These models include a multidisciplinary study center (The Center for Learning and Undergraduate Enrichment, or CLUE), Academic Success Coaching, and collaboration with campus partners. ASP is housed within [Undergraduate Academic Affairs'](#) (UAA) and is a central element in UAA's mission to enhance the academic and social well-being of all UW students.

In addition to drop-in tutoring, CLUE supports students in large courses with exam reviews and discussion sessions. Exam reviews are lecture-style virtual sessions facilitated by CLUE tutors where students review practice problems and content related to their course in preparation for their upcoming exams. Discussion sessions are virtual or in-person sessions where students in large courses (150+ student enrollment) engage with a peer leader to expand on topics presented in their course.

We also strive to create a diverse academic environment that is inclusive of students and staff of different social, economic, cultural, ideological, racial and ethnic backgrounds. By doing so, we hope to foster a sense of community among our students and staff.

ASP is currently hiring 1 Graduate Staff Assistant (GSA) to support daily operations. This position is expected to start in early September and work the entire academic year (September - June) and will play an important role in ensuring the program is running smoothly.

Under the supervision of ASP's CLUE Program Manager, the Staff Assistant will have the following responsibilities:

#### **Discussion sessions:**

- Lead recruitment, hiring, and training for discussion session leaders (quarterly)
- Serve as the first point of contact for discussion session leaders.
- Coordinate communication and provide logistics support to course instructors and discussion session leaders.
- Coordinate observations and student surveys to support discussion session leaders and students attending sessions.

#### **Exam reviews:**

- Lead recruitment, hiring, and training for exam review tutors (annually).
- Serve as the first point of contact for exam review tutors.
- Coordinate communication and provide logistics support to exam review tutors.
- Coordinate observations and student surveys to support exam review tutors and students attending sessions.

### **Workshops and Beyond:**

- Work with Academic Success Coaching Program Manager to develop coaching resources in larger learning environments, such as workshops or embedded curriculum.
- Support Academic Success Coaching Program Manager in training coaches to facilitate workshops and strategies to support larger learning environments.
- Partner with campus departments to build collaborative relationships and coordinate workshops logistics (e.g. scheduling, room reservations, etc.)
- Coordinate the scheduling, marketing, and outreach for ASP's workshop offerings.
- Assess workshop needs; design and utilize a robust evaluation processes to inform workshop offerings and revisions; participate in the development of new workshops, programing, and online resources.

### **Day-to-Day**

- Hold regular weekly office hours as needed.
- Prepare for, attend, and participate actively in training sessions and monthly staff meetings both prior to and throughout the academic year.
- Check email daily and respond to required messages within a 48-hour period.
- Attend and participate actively in regular Leadership Team meetings throughout the academic year.
- Follow appropriate procedures for reporting issues of concern to ASP Director and Program Managers.
- Participate in mentoring conversations with the ASP Director or Program Managers at least once per quarter for purposes of self-assessment and goal-setting.
- Track, store, maintain, and manage CLUE technology, with the support of UAA IT staff, such as laptops, tablets, and check-in systems.
- Be present during discussion session hours to support tutors and students.
- Assist in the implementation of changes and improvements to ASP programming to support evolving student needs and streamline operations.

### **Requirements:**

- Current or incoming PhD student at the University of Washington Seattle campus - enrolled full-time (at least 10 credits) during each quarter of employment, except summer quarter.
- Excellent interpersonal skills with the ability to work collaboratively with students, faculty, staff, and personnel across departments and programs on campus.
- Detail oriented with strong management and organizational skills.

**Desired:**

- 1 year of office operations experience and or customer service.
- Experience working with diverse student populations.
- Experience teaching at the university and/or being a part of a teaching team.

**All UAA ASP Staff will demonstrate and integrate the following Undergraduate Academic Affairs Competencies:**

- Accountability and Integrity
- Race, Equity, and Difference
- Constituent Focus
- Collaboration and Teamwork

**Student Assistant work hours, location, and pay rate:**

220 hours per academic quarter. Autumn quarter has an earlier start date, which will add roughly 36 hours to this position. Quarterly schedule negotiated with supervisor, majority of hours will be completed in the afternoons and evenings from ASP offices in Mary Gates Hall. Hours are expected to be between Sunday-Thursday 6-9pm for Autumn quarter.

Compensation and benefits will reflect the negotiated labor contract and salary schedule that govern academic student employees and is subject to union provisions.

**To Apply:**

Submit [via Handshake](#) the following three (3) items:

- A CV
  - In your CV, include names and contact information for two (2) professional or academic references.
- A cover letter that addresses the skills, knowledge, experience, and/or intentions you would bring to this position.
- A brief (500 word max) response to the following question:
  - What are two or three ways you would encourage active learning in larger, "lecture" style courses?

**Application Timeline:**

- Application opens: May 12
- Application closes: June 4
- Interviews: June 12 & 13
- Notifications to applicants: June 13
- Candidate response required: June 27