Per [**Article 10**](https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/#ARTICLE-10)of the WSU/UAW Contract**,** the University shall post information on a University job website(s) regarding open recruitment for Academic Student Employee (ASE) positions. This guide provides the process to post Graduate Assistant Open Recruitment positions. All graduate students hired as Graduate Assistants must be students in good standing as outlined in the Graduate School Policies and Procedures Manual and noted below in Additional Information.

Open Recruitments Open recruitment positions are not used to fulfill a commitment of support made to a student, either at the time of admission, or under an existing advising relationship with a(n) faculty member(s)/academic program.

Department Open Recruitments

Open recruitment positions may be announced to applicants within a Department/School or Hiring Unit without being posted to a University website, such as via listserv or email communication.

* The application deadline for Departmental or Hiring Unit postings shall be one (1) week except in emergency situations in which the beginning of the appointment period must begin less than a week after the position is posted.
* If the position remains open after two (2) weeks, it will be posted to a University job website.

University-Wide Open Recruitments

Open recruitment positions will be posted for a minimum of two (2) weeks except in emergency situations in which the beginning of the appointment period must begin less than two (2) weeks after the position is posted.

For Graduate Assistant Open Recruitments, send completed job posting to [[gs.finance@wsu.edu](mailto:gs.finance@wsu.edu)](mailto:gs.finance@wsu.edu).

Once a position which has been posted has been filled, the University will use its best efforts to remove the job listing from hiring websites within three (3) business days.

The attached template is to be used. if a different format is used the posting must include, at a minimum, the following items.

1. Job classification (Research Assistant, Staff Assistant, Teaching Assistant)
2. Hiring unit (department or University office/campus where the position is located)
3. A summary of the nature of required duties (job requirements, including expected hours required or appointment percentage (% FTE) if applicable, and qualifications)
4. Effective dates and duration of appointment (when applicable)
5. Salary range or wages
6. Procedures regarding the application including the contact where inquiries and applications may be made, as applicable
7. Deadlines for application
8. Benefits information applicable to the position, including health insurance office contact information when applicable
9. Tuition and fee waiver or exemption information, if applicable
10. An employment non-discrimination statement
11. A statement indicating that the position is covered by a collective bargaining agreement
12. The collective bargaining agreement website address

This sample job posting is for a Teaching Assistant. Please modify the information to appropriately represent Staff and Research Assistants.

|  |  |
| --- | --- |
| **JOB CLASSIFICATION** | Graduate Teaching Assistant |
| **APPOINTMENT STATUS** | 50% (20 hours per week – average) |
| **DURATION OF APPOINTMENT** | August 16, 2024- May 15, 2025 |
| **ORGANIZATION** | Department Name |
| **LOCATION** | CAMPUS/Physical Job Location |
| **BASIC FUNCTIONS** | The primary duties of Teaching Assistants (TAs) include assisting faculty in undergraduate courses and labs, independent instruction, or teaching labs sections of a course. In addition to teaching responsibilities, TAs may assist in grading examinations, problem sets, or lab assignments, setting up displays for lectures and labs, and preparing or maintaining laboratory equipment. |
| **REPORTS TO** | Name and Title |
| **REQUIREMENTS-** In addition to the Graduate School policy for receiving a graduate assistantship | * Bachelor’s degree in XX * Ability to work 20 hours per week * Ability to work scheduled hours * Ability to effectively communicate with students and articulate learning materials * Quick learner with the ability to adapt to new information and situations. * Working knowledge of Microsoft suite programs |
| **PREFERRED QUALIFICATIONS** | * In pursuit of an advanced degree in X |
| **COMPENSATION** | Salary Range XX –XX, based on the position’s location and the successful applicant's educational experience and level |
| ESSENTIAL WORK COMPETENCIES **KNOWLEDGE, SKILLS & ABILITIES** | * Follow instructions accurately, prioritize tasks effectively, and ensure detailed completion of duties within specified deadlines. * Manage multiple tasks simultaneously. * Understand complex issues and derive reasonable solutions for assigned projects. * Communicate effectively, both verbally and in writing. * Organize tasks and responsibilities efficiently. * Maintain professionalism at all times. * Work collaboratively in a team setting, demonstrating positive communication and a willingness to engage with others. * Interact positively with faculty, staff, students, and other individuals through proficient interpersonal skills. * Perform effectively in stressful situations |
| **WORK CONDITIONS** | * Position requires on-site classroom, office and/or lab environment |
| **PHYSICAL REQUIREMENTS** | * Sitting/standing at a workstation * Lifting/carrying materials for office, class and lab participation |

**APPLICATION INSTRUCTIONS**

**Applicant Screening Date**: DATE

**Example:**

Applicants must email documents to NAME. Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements. Applicants are encouraged to email as a PDF, if possible.

* A letter of interest describing your experience and how you meet the qualifications for this position
* A detailed chronological resume (optional if relevant)

**ADDITIONAL INFORMATION**

Per [Graduate School policy](https://confluence.esg.wsu.edu/pages/viewpage.action?pageId=266603505), employment eligibility for this position is contingent upon the following requirements:

* Remaining enrolled full time (a minimum of 10 credits) during the period of the appointment
* Maintaining a 3.0 cumulative GPA during the period of the appointment
* Progress toward degree remains satisfactory as determined by the academic home department
* Meeting all conditions of employment and training requirements
* Maintaining satisfactory progress in fulfilling assistantship service requirements and duties
* Availability of funds

**Student Health Insurance Plan**

A 50% graduate assistant appointment is eligible for medical, dental, and vision coverage. Detailed information about this plan can be found on the [Cougar Health Services](https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/graduate-student-assistant-insurance) website.

**Tuition Waiver and Mandatory Fees**

Resident and non-resident (if applicable) tuition waiver of the operating fees, and student health insurance plan premiums as indicated. ASEs are required to pay additional assessed fees. Please see the [Tuition an](https://gradschool.wsu.edu/2024-2025-fee-estimates/)d fee rates website for current fees.

**Background Check**

Pursuant to [RCW 28B.112.080](https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080), certain positions are required to complete a sexual misconduct declaration prior to hire. Failure to provide complete and accurate information may affect final employment, up to and including withdrawal of offer of employment.

**Union Affiliation/Collective Bargaining Agreement**

This position is union represented and governed by the WSU/ United Autoworkers [collective bargaining agreement](https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/).

**Equal Employment Opportunity**

Washington State University is an equal opportunity/affirmative action educator and employer. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veteran, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521 (v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrs@wsu.edu](https://hrs@wsu.edu).