**Job Description Requirements**

Per [**Article 11.4**](https://hrs.wsu.edu/employees/labor-relations/collective-bargaining/wsu-uaw/wsu-uaw-contract-2024-2026/#ARTICLE-11) Academic Student Employees (ASEs) must be provided with a job description no later than two weeks prior to the commencement of each semester. If their duties are not expected to change for at least a year, the documentation only needs to be provided once at the beginning of their appointment and thereafter whenever duties change.

Details of the Graduate Assistant's (GA) work responsibilities, including the assignment of work and scheduled hours of work, are determined by the department and the specific individual assigned as the ASE’s supervisor. The attached template must be used and must include, at a minimum, the following items, where applicable.

1. Assigned course, lab, or research project (if applicable)
2. The faculty member or supervisor to whom the ASE (Academic Student Employees) will report
3. Procedures used for evaluation (if any)
4. Course meeting times and location (if applicable)
5. The approximate maximum number of students for which the ASE will be responsible (if applicable)
6. Office hours (if applicable)
7. Training programs (if applicable)
8. Work location
9. A statement encouraging ASEs and supervisors to discuss job related duties and time commitments associated with assigned duties.

After being reviewed with the ASE and receiving signatures, please keep the job description in department’s ASE file. Once Workday parameters are set for ASE job descriptions submission and review online, this document will be discontinued.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **APPOINTMENT TITLE** | Graduate Staff Assistant |
| **WORKING TITLE** |  |
| **POSITION NUMBER** | 11111 |
| **APPOINTMENT STATUS** | 50% (20 hours per week – average)  |
| **DURATION OF APPOINTMENT** | 9 months August 16, 2024- May 15, 2025 |
| **ORGANIZATION** | Department or Name |
| **LOCATION** | Physical Job Location  |
| **BASIC FUNCTIONS** | A staff assistantship (SA) is an appointment in which a graduate student engages in service that enhances their educational pursuits at WSU. The SA provides academic, programmatic, and administrative program support for units such as counseling and testing services, health and wellness services, and other student services offices. These appointments require a letter of support from the student’s faculty advisor.  |
| **REPORTS TO** | Name and Title  |
| **SUPERVISORY RESPONSIBILITIES** | None |
| **DUTIES AND RESPONSIBILITIES**  | **[Update duties as appropriate to position]*** Greet and assist students, parents, staff and faculty on a daily basis
* Schedule on-line appointments as needed/requested
* Answer telephone calls
* Respond to questions/concerns about obtaining financial aid and scholarships – both information and payments according to university, state and federal financial aid rules and regulations
* Understand office staff responsibilities and transfer calls as needed on a daily basis
* Use office calendaring software to maintain up-to-date weekly schedule information
* Work with permanent Student Financial Services staff on various financial aid and scholarship projects
* Assist with Financial Aid processing
* Attend and/or participate in campus presentations or recruitment activities including
* Attend all meetings and training sessions scheduled by the supervisor
* Other special projects or duties not listed or described here may be assigned
 |
| **REQUIREMENTS** In addition those required under Graduate School policy for receiving an graduate assistantship  | * Bachelor’s degree [add field if desired]
* Ability to work 20 hours per week
* Ability to work scheduled hours
* Quick learner with the ability to adapt to new information and situations.
* Working knowledge of Microsoft suite programs
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| **PREFERRED QUALIFICATIONS** |  |
| ESSENTIAL WORK COMPETENCIES**KNOWLEDGE, SKILLS & ABILITIES RECOMMENDED/OPTIONAL)** | * Ability to follow instructions accurately, prioritize tasks effectively, and ensure detailed completion of duties within specified deadlines.
* Ability to manage multiple tasks simultaneously.
* Ability to understand complex issues and derive reasonable solutions for assigned projects.
* Ability to communicate effectively, both verbally and in writing.
* Ability to organize tasks and responsibilities efficiently.
* Ability to maintain professionalism at all times.
* Ability to work collaboratively in a team setting, demonstrating positive communication and a willingness to engage with others.
* Ability to interact positively with faculty, staff, students, and other individuals through proficient interpersonal skills.
* Ability to perform effectively in stressful situations.
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| **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
 |
| **TRAINING PROGRAMS** | If applicable |

The job description reflects Washington State University's best effort to describe the essential functions and qualifications of the position. Employees and Supervisors are encouraged to discuss job-related duties and time commitments associated with assigned duties before each semester starts. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract.

The employment Supervisor and the ASE are encouraged to periodically engage in informal oral Progress Assessments during the ASE’s appointment. In addition, the employment Supervisor should provide the ASE with at least one written review per twelve (12) month period. Supervisor and ASE are to acknowledge they have reviewed and discussed the periodic review, in writing or via electronic correspondence.

Your signature indicates you have read this job description and understand the essential functions and qualifications of the position.

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| --- | --- |
| Employee: | Date: |
| First-Level Supervisor: | Date: |
| Second-Level Supervisor: | Date: |