

**DEPARTMENT OF HEALTH SYSTEMS AND POPULATION HEALTH
STUDENT HOURLY POSITION
POSITION ANNOUNCEMENT**

Payroll Title: Student Assistant (Hourly), Equity, Diversity, and Inclusion (EDI) Committee
Supervisor: Andrea Vargas
Hours/ Week: Up to 19.5hrs
Dates: IMMEDIATE – September 15, 2022
Hourly Rate: \$22
Budget: 07-9365

Position Description:

The student will support the HSPOP EDI co-chairs in the administrative tasks, such as Zoom invites, meeting agenda preparation, calendar management, maintain and support EDI committee membership, communications, social media, website, and file management.

Duties and Responsibilities:

- Attend EDI committee planning meetings
- Provide administrative support for EDI meetings (agendas, Zoom invites, managing Zoom during the meeting, taking meeting minutes)
- Manage membership systems (roster, email lists, MS Teams)
- Support and maintain MS Teams, including file management
- Support and maintain communications: send reminders, email communication for events, etc.
- Support and maintain social media and website
- Caucus schedules/email lists /invites
- Assist with preparation of EDI Committee Annual Report
- Assist with other tasks as needed

Minimum Education:

- Current student in UW School of Public Health

Minimum Requirements:

- Interest in student-led/ student- centered EDI

Conditions of Employment (travel, unusual hours, etc.):

- Attend all zoom meetings, respond timely to emails, complete weekly deliverables

Job Location: UW Seattle Campus (Remote)

Eligibility:

- Must be a matriculated student during the employment period stated above
- Student must meet minimum enrollment requirements in accordance to UW Employment and Administrative Policies, Chapter 104

To Apply: Go to <https://forms.gle/FNfK8mGBUKUuTENw8>, complete the form, and upload the requested materials:

- Current UW transcript (unofficial, PDF)
- Resume or CV
- Cover letter

Please label all of your documents with your last, name first. Questions can be directed to Hellen Mwithiga (mhellen@uw.edu).

Deadline: Submit your application materials by **November 3, 2021**

Acceptance: If offered the position, the candidate must accept within one week.

Notification: Those candidates not hired will be notified via email.

Equal Opportunity Statement for Employment: University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.