

Student Resource Coordinator

Public Health-Global Health Major Position Description

Major Description

Public Health-Global Health (PH-GH) is a school-wide liberal education major, leading to a Bachelor of Arts or Bachelor of Science, that uses public health questions, concepts, and tools to teach critical thinking skills.

Position Description

PH-GH Student Resource Coordinators (SRC) **work up to 10 hours per week** and provide support for staff, current students, and prospective students through:

- Planning community building and equity, diversity, and inclusion (EDI) based events for current PH-GH majors. These events could include passive education about justice topics and/or other EDI-based programs
- Supporting outreach efforts for prospective PH-GH majors. These could include Equal Opportunity Public Health Program (EOPHP) Application Workshops, Dawg Daze events, tabling at prospective student events, co-presenting PH-GH information sessions, etc.
- Peer advising prospective PH-GH majors during group advising and information sessions, including providing an overview of public health, delineating the undergraduate SPH majors, outlining major requirements, applying to the major, sharing your experience in the PH-GH Major, differentiating between the BA and BS, highlighting career outcomes for students with a BA or BS in PH-GH, etc.
- Supporting PH-GH advisers with in-person and online projects to disseminate information to PH-GH students, including the use of social media and the PH-GH Canvas site

Supervised by: Joe Harper Kowalczyk, Adviser for the Public Health-Global Health Major

Position Dates and Commitments

Paid employment term: Autumn 2026 (9/16/26-12/15/26)

Training:

- Planning, team building, and expectations at beginning of AUT quarter
- Weekly one-hour team meetings and quarterly one-on-ones with Joe Harper Kowalczyk during term of employment

Position Responsibilities

Under the guidance of PH-GH Academic Advisers, Student Resource Coordinators will:

Community Building and Equity, Diversity, and Inclusion Program Coordination

- Plan quarterly community building events and social justice-themed programs in collaboration with other SRCs, staff, and campus partners. Events could include, but are not limited to: student alumni networking events, social justice-based discussions spaces, beginning of quarter programs, community celebration events, career talks, etc.
- Create passive education about social justice topics, themed months (Black History Month, etc.), current events through posters, social media campaigns, etc., and content for the PH-GH newsletter
- Complete administrative responsibilities including the creation of marketing materials, presentations, and data entry

Outreach

- Assist PH-GH-led programs with planning and day of event coordination. Events include: Dawg Daze Events, PH-GH Open House, SPH Undergraduate Symposium, etc.
- Table at virtual and in person resources fairs and events to inform students about the PH-GH major
- Support advisers in leading prospective major information sessions and EOPHP Application Workshops

Peer Advising

- Provide small group advising to prospective undergraduate students with support of PH-GH advisers
- Provide appropriate referrals to PH-GH academic advising, other department advisers and campus offices (such as Financial Aid, Registrar's Office, LiveWell, etc.)
- Support during registration workshops and new major orientations
- Support advisers in the use of the PH-GH Canvas site to easily disseminate information and opportunities to PH-GH students

Other

- Staffing front desk
- Special projects as assigned

Minimum Qualifications

- Degree-seeking undergraduate student in the Public Health-Global Health Major who is enrolled in at least 6 credits in Autumn 2026
- Passion and commitment for continuous social justice learning
- Possess excellent computer skills and demonstrated proficiency in the use of the Microsoft suite (Word, Excel, SharePoint, Teams, and PowerPoint) and Google suite (Google Slides, Sheets, and Docs)
- Strong communication and interpersonal skills applied in-person, virtually, and in writing
- Ability to work independently and as a part of a team
- Capacity for discretion and privacy regarding sensitive student matters and protected information
- Reliable, arrive to work on time, adhere to scheduled hours and work without direct supervision
- Genuine interest in working with and helping fellow students
- Good academic status with the PH-GH major
- Open to students with and without work study eligibility

Desired Qualifications

- Experience planning social justice-based programs and facilitating workshops or giving group presentations
- Pattern of reliable communication, follow through on tasks, and punctuality in prior positions

Pay Rate and Position Hours

- Hourly Wage: \$21.30
- SRCs will each work up to 10 hours per week, with a weekly one-hour staff meeting and quarterly one-on-one. Schedules are anticipated to vary based upon class schedules. Schedules are provided at the start of each quarter.

Application and Selection Process

Applicants need to complete [this application](#) that requires students to upload a resume. Please note: You must be signed in with your UW Net ID in order to complete the application.

Please submit by **Sunday, July 12, 2026 at 11:59pm PDT for priority consideration**. Applications submitted afterwards will be considered on a rolling basis.

Have questions regarding the position? Email Joe Harper Kowalczyk at joehk@uw.edu.