

PUBLIC HEALTH-GLOBAL HEALTH MAJOR POSITION ANNOUNCEMENT

Position Title: Graduate Student Assistant, Experiential Learning

Supervisor: Jillian McBride-Payne, Academic Services Director; Anjolie Ganti, Associate Teaching Professor

Hours per week: 20

Start Date: September 16, 2022

End Date: June 15, 2023

Priority Consideration Date: Friday, September 2, 2022

Position Summary:

The Public Health-Global Health (PH-GH) Major is seeking **one (1)** Graduate Student Assistant (GSA), for 20 hours per week, during the **2022-2023 academic year – autumn, winter, and spring quarters**. The GSA will serve as an integral member of a dynamic student services team coordinating experiential learning, including academic internships, honors, service learning, and other experiential learning opportunities for undergraduate students in the Public Health-Global Health Major. This position is appropriate for graduate students from the School of Public Health and College of Education with an interest in the following: advising, administration, and equity, diversity, & inclusion, along with building strong and sustainable partnerships with community-based organizations and interprofessional groups that provide students with learning opportunities to build skills and experience in becoming anti-oppressive public health practitioners.

Specific Job Functions:

Partner Development and Sustainability for Experiential Learning

- Support recruitment efforts in order to steward partners who are well matched to host and/or provide experiential learning experiences.
- Assist with managing and nurturing relationships with key stakeholders including students, faculty, staff, researchers, and community partners, with a primary focus on community partnerships for required experiential learning (e.g. SPH 491/492: Public Health Capstone I/II, SPH 496: Public Health Capstone, or SPH 495: Public Health Internship).
- Assist in creating community partnerships with UW research centers and faculty to develop equity-centered experiential learning opportunities that support professional growth for students.
- Support seeking out experiential learning opportunities that allow students to explore and reflect upon the impact of structural oppression and social determinants of health in a community-based setting.
- Support managing the distribution, data cleaning, and analysis of an experiential learning survey in order to identify opportunities to create and/or strengthen community partnerships.
- Update and revise the experiential learning manual and create promotional materials as

needed for community partners, faculty, and students to aid in recruitment and matching of experiential learning opportunities.

- Support community partners in writing about learning opportunities that are accessible to students who are interested in building their professional skills, including creating and/or editing scopes of work and position descriptions.
- Maintain excellent records and regular communication with community partners and stakeholders in service of developing and maintaining authentic relationships with community partners.
- Maintain a strong relationship with the Community Engagement & Leadership Education (CELE) Center and support managing the Expo platform as needed.
- Foster connections between community partners, students, alumni, the PH-GH Major, and School of Public Health for strong, robust relationships.

Student Preparation for Experiential Learning

- Review student internship applications for SPH 495: Public Health Internship on Handshake platform, including supporting students in application revisions and submission while collaborating with advisers and course instructors.
- Maintain regular communication with the PH-GH advising team about public health opportunities at UW and in Seattle metro area.
- Increase students' awareness of public health opportunities at UW or locally via regular communications, connecting to advising, and partnership development.
- Support coordination with PH-GH advising team on workshops related to experiential learning, professional skill development, and internship and job search processes.
- Support Capstone team on career panels and other sessions that involve community partners.
- Collaborate closely with advisers and partners to ensure that students are well-matched for experiential learning opportunities.
- Coordinate with faculty to orient community partners about course logistics, learning goals, and student interests in projects
- Other tasks, as necessary

Required Qualifications:

- Minimum standing of current graduate student in the UW Graduate School (or other UW School or College)
- Familiarity with and excitement for working with undergraduate university or college students from marginalized populations.
- Experience with community organizing or engagement.
- Strong coordination, problem solving, and organizational skills.
- Excellent written, oral, and interpersonal communication skills and ability to work with faculty, staff, students, and the public.
- Familiarity with and commitment to the mission and values of public health.
- Satisfy a sexual misconduct background check.

Preferred Qualifications:

- Experience with advising and higher education administration, student affairs, student development, and/or adolescent and young adult development.
- Experience with community public health.

- Demonstrated experience and success with experiential learning.
- Ability to interpret and communicate to others complex policies and procedures.
- Consummate team player willing and able to partner effectively with others.
- Familiarity with UW systems including Expo, Handshake, and Canvas.

Salary: Commensurate with academic eligibility. Benefits and eligibility information available [here](#).

Application Procedure:

Please submit the following via the [PH-GH GSA Application Google Form](#):

- Application
- Resume
- Cover letter
 - In your cover letter, please include a distinct paragraph that describes your experience working with diverse student populations and your efforts to further your knowledge and/or experience around equity, diversity, and inclusion.
- Unofficial transcript

Note that you must be signed into a Google account (UW or preferred Gmail account) in order to submit this application. If you're having problems, please contact joehk@uw.edu.

Non-discrimination Statement:

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Presidential Executive Order 11246 as amended,

Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Equal Opportunity and Affirmative Action compliance efforts at the University of Washington are coordinated by the Office of Equal Opportunity and Affirmative Action, University of Washington, 231 Gerberding Hall, Box 351240, Seattle, Washington, 98195-1240, telephone 206.543.1830 or email eoaa@u.washington.edu.

Access Statement:

The University of Washington 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, as a visitor or a student, contact the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or dso@u.washington.edu.