



**Evans School Career Development  
Open Recruitment: Academic Year 2020-2021**

**Position:** Graduate Assistant – Career Development

**Department:** Evans School of Public Policy & Governance, Career Development Team

**Manager:** Shannon Merchant, Director of Career Development

**Salary:** \$16.72/hour (rate for student hourly non-exempt employee, <https://hr.uw.edu/comp/student-employees/>) (work study eligible preferred, but not required)

**Location:** UW Seattle

**Start Date:** September 2020 (earlier start date is negotiable)

**Duration:** Expectation is that a student could maintain a 19.5 hour/week schedule throughout academic year 2020-2021.

The Evans School of Public Policy & Governance ([www.evans.uw.edu](http://www.evans.uw.edu)) has provided professional graduate education for more than 50 years to talented students aspiring to become innovative leaders committed to public service. The small but mighty Career Development Team at the Evans School serves 500+ Master of Public Administration students, providing guidance related to career choice, strengths exploration, professional development, and internship and job searching. Our MPA students come to the Evans School with an average of 2-5 years of experience, ranging in age from early-twenties to mid-thirties.

**Description:**

We are in search of a part-time hourly graduate student from the University of Washington to support Career Development programming, administration, and advising for our office to **begin shortly prior to the start of Academic Year 2020-2021**. We expect the GA would work with the Evans School Career Development team for **up to 20 hours per week throughout the 2020-2021 academic year**.

This graduate assistant will have the opportunity to gain a broad understanding of the field of Career Development and its role within Student Services, as well as gain direct experience with career counseling, program and project management, and strategic planning. Intern will typically take lead on one a special project (or series of projects) during the assistantship. Past projects have included a strategic plan for student development programming, curriculum design for student leaders, updating services assessment, and work around alternative service delivery of career programming.

Career Development staff work closely with Student Services partners (Academic Advising, Admissions, Diversity and Inclusion, Alumni & External Relations) and Evans School faculty.

**Qualifications:**

Qualified candidates should have an interest in working with graduate students, exploring a career path in Career Development and/or Higher Education, and/or a connection to the field of public service. We are looking for a candidate who demonstrates a “go-getter” attitude, willingness to learn, and confidence and ability to jump in and contribute as a valued and trusted member of the career development team.

Candidates with diverse backgrounds, identities, and lived experiences are encouraged to apply. We have found that candidates with prior professional work experience, nontraditional backgrounds, and/or



those undergoing a career transition are a great fit with the graduate student population at the Evans School.

Training will be provided, though it is considered a “plus” if candidates have prior experience with student advising, familiarity with student development or career counseling theories, strong written and verbal communication skills, and comfort with presentation development and public speaking. Students without experience in these areas should mention their interest in developing these competencies in their application!

**Work study eligibility is preferred**, though not required. The Career Development team is happy to support the student in their outreach to Financial Aid offices to inquire about the possibility of work study being added as a part of their financial aid package. **Students who are completing their FAFSA for AY 2020-2021 are strongly encouraged to mark interest in federal work study as part of financial aid award.**

**Application instructions:**

Interested students should submit a tailored resume and cover letter to [evansjob@uw.edu](mailto:evansjob@uw.edu) with the subject line “Graduate Assistant Application”. Please indicate in your cover letter how this position fits with your career goals, as well as if you have work-study eligibility as part of a federal financial aid package.

Applications will be accepted through May 31, 2020, with interviews and decisions in June.

**Compensation and Hours:**

This position is classified as a student hourly non-exempt employee, <https://hr.uw.edu/comp/student-employees/>. There is an expectation of up to 20 hours per week on UW Seattle campus during business hours (Monday through Friday, 9am to 5pm) with occasional after-hours event support during the academic year. Hours each quarter will be flexible around student’s schedule and academic commitments. Position will begin shortly before the start Fall Quarter 2020 and extend through the duration of the academic year.