

## Staff Assistant/Staff Associate Job Description

<b>Student Name:</b>	TBD
<b>Appointment Period:</b>	9/16/23-6/15/24
<b>Appointment FTE:</b>	20 hours per a week/50% FTE
<b>Grant Name &amp; Number:</b>	Epi 07-5714
<b>Principal Investigator/Supervisor:</b>	Christine Khosropour

### **Curriculum Committee (CC) Leadership (i.e., Student Co-Chair of Curriculum Committee)**

- Meet with faculty co-chair and Curriculum Specialist regularly to develop agenda for CC meetings
- Review the status of ongoing committee projects and present project status at CC meetings
- In collaboration with faculty co-chair, facilitate CC meetings and take responsibility for assigned action items
- Work with faculty co-chair on reviewing departmental communications and/or drafting communication (as appropriate) and occasionally attending faculty meetings
- Assist faculty co-chair in facilitating curriculum-related trainings and discussions for faculty
- Lead special projects (as appropriate), in addition to the Course Revision outlined below

### **Course Revision (i.e., Student Lead for Epi Course Revision)**

- Support course instructors in efforts to revise and overhaul courses, following the recommendations from a review team. This may include identifying new content to include in courses, identifying new pedagogical approaches to incorporate in courses, etc
- Work with course instructors to respond to review team with a list of revisions made to the course
- Other duties as assigned related to course revision

### **Requirements:**

Current student in the Department of Epidemiology who has been enrolled for at least 2 quarters

**Job Title: ASE Staff Assistant/Staff Associate**

**Department:** Epidemiology  
**Date Available:** Autumn 2023 – Spring 2024 (9/16/23 – 6/15/24)  
**Application Deadline:** March 17, 2023

The ASE contract stipulates that open-hire positions be posted for a minimum of 1 week. Following that guideline, this position is open until filled, but priority will be given to students who apply no later than March 17, 2023.

**General Duties/Description:**

This is a new position in the Department of Epidemiology. The position will have two roles: (1) Co-Chair of the Department of Epidemiology Curriculum Committee (CC) and (2) Student Lead for Epi Course Revisions. For the Co-Chair role, this position will meet with the faculty co-chair and Curriculum Specialist regularly to develop agenda for CC meetings, will review the status of ongoing committee projects and present project status at CC meetings, will facilitate CC meetings (in collaboration with faculty co-chair) and take responsibility for assigned action items, will work with the faculty co-chair on reviewing departmental communications and/or drafting communication (as appropriate) and occasionally attending faculty meetings, will assist the faculty co-chair in facilitating curriculum-related trainings and discussions for faculty, and will lead special projects (as appropriate). For the Student Lead for Epi Course Revisions role, this position will support course instructors in efforts to revise and overhaul courses following the recommendations from a review team (e.g., identify new content to include) and will work with course instructors to respond to review team with a list of revisions made to the course.

**Requirements:**

Current student in the Department of Epidemiology who has been enrolled for at least 2 quarters

**Salary:**

Salary and benefits are competitive. Salary is commensurate with academic standing, qualifications, and experience.

**How to Apply:**

Provide a cover letter and CV to Christine Khosropour (CC Faculty Chair) at [ckhosro@uw.edu](mailto:ckhosro@uw.edu)

**Application inquiries may be made with:**

Christine Khosropour (CC Faculty Chair) at [ckhosro@uw.edu](mailto:ckhosro@uw.edu)

**Notes:**

This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit:

<http://www.washington.edu/admin/hr/jobs/apl/union-info.html>

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or [dso@u.washington.edu](mailto:dso@u.washington.edu).

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