

ASE Student Hiring Overview

Tera Figueroa, HR Manager (she/her)



Who am I?

- > Born and raised in Seattle
- > First generation college graduate, *Society, Ethics, Human Behavior (UW)*
- > UW since 1999 in variety of HR, Staffing and Payroll related roles
- > Enjoy hiking, snowshoeing, volleyball and spending time with my two kids



HR Manager Role

- > **Staff and ASE recruiting, hiring and position management**
- > **Onboarding/Offboarding**
- > **Leave administration (FMLA, Disability et cetera)**
- > **Administer UW HR P&P**
 - Performance Management
 - Compliance
 - Diversity initiatives
 - Training
 - Staff position identification

Academic Student Employees (ASE) Overview

> ASE Union

Current contract May 1, 2021- April 30, 2024

> **Classifications**

Research Assistant (RA)

Teaching Assistant (TA)

Graduate Research Study Assistant (GRSA) – Summer only RA

Tutor (Only on approval of SPH OD)

ASE Schedule – FTE and Pay Rate

> **Schedule 1 Rate \geq 50% FTE**

- Total of all positions held by student is \geq 50%
- Includes tuition and GAIP insurance
- Requires paid status in 5/6 Pay Periods during the academic qtr

> **Schedule 2 Rate $<$ 50% FTE**

- Total of all positions held by student is $<$ 50% OR
- FTE \geq 50% but working 4 or less pay periods during the academic qtr
- Does not include tuition and GAIP insurance

Teaching Assistant Allocations

TA ALLOCATIONS AND HIRING

TA Allocations:

TA allocations for EPI courses follow the general outline below, based on Student Credit Hours (SCH)

Total Epi TA FTE	SCH the previous time the course was offered
25%	100-199 SCH
50%	200-299 SCH
75%	300-399 SCH
100%	400-499 SCH
125%	>500 SCH

25% FTE equates to 10 hours/week of TA support.

50% FTE equates to 20 hours/week of TA support.

75% FTE equates to 30 hours/week of TA support.

100% FTE equates to 40 hours/week of TA support.

125% FTE equates to 50 hours/week of TA support.

Courses with heavy coding content (EPI 330, 510, 514, 554) receive an additional 25% TA in recognition of the additional TA bandwidth required. This is on top of the %FTE the course is eligible for based on the SCH formula.

Research Assistant Hiring Process

- > Identify RA need
- > Ensure adequate funding (*check with epigrant@uw.edu to verify funding and obtain work tag*)
- > Determine assignment length (*qtr by qtr or full academic year*)?
- > Determine FTE
- > Create job description using template
- > Submit request to hire (via form) as outlined in the RA & TA Hiring Page
- > Epi HR coordinates positions if less than 50% FTE and sends offer letter

Research Assistant Contractual Deadlines

- > **Autumn Qtr → June 1**
 - Students have two weeks to reply to offers
- > **Winter, Spring, Summer Qtr → 30 days prior to start of academic qtr**
 - Students have two weeks to reply to offers
- > **Open Hire → Minimum posting of one week**
- > **RA's not registered for credit but continuing to work Summer qtr**
 - Move into a GRSA (hourly) position

TA & RA Hiring & Position Extension Deadlines

> Autumn Qtr

- Open hire info submitted via form by: April 5th
- Open hire announcements created by: April 15th (*open for 1 week min*)
- Open hire student identified by: May 1st
- **Email offers sent by: June 1st**

> Winter Qtr

- Open hire info submitted via form by: October 5th
- Open hire announcements created by: October 10th (*open for 1 week min*)
- Open hire student identified by: October 30th
- **Email offers sent by: November 10th**

> Spring Qtr

- Open hire info submitted via form by: January 5th
- Open hire announcements created by: January 15th (*open for 1 week min*)
- Open hire student identified by: February 1st
- **Email offers sent by: February 10th**

ASE Summer Hiring & Position Extension

- > **RAs working during Summer Quarter may need to be placed into the GRSA (*Graduate Research Student Assistant*)**
 - Registering for 2 or more credits → Continue as RA
 - > *Salaried; hours not entered into Workday*
 - Not registering for credits → Required to place as GRSA (Hourly)
 - > *Hourly; All hours worked logged in Workday, submitted and approved each pay period*
- > **Summer '23 → 100+ positions requiring extension, ending or transfer to another department**
 - Each position needs to be managed; high administrative effort
 - Process of extension, position ending and new hiring starts early to allow for the increase in volume

TA & RA Application Process Improvement

Previous Process

- Directly hiring students which is not allowed per contract
- Applicants sending materials via email to each instructor
- 25% offers not being combined with other 25% courses

Process Improvements Implemented

- Post all positions for a minimum of 1 week
- Candidates apply via form entry instead of emailing
- Post all open positions at the same time with the same application deadline
- Once deadline for application passes, each instructor is sent a spreadsheet

ASE Schedule – Additional Considerations

- > **Verbal offers of employment are binding per the UW Graduate School**
 - **Verify funding prior to making a verbal offer**
 - **Ensure the intended budget can accommodate**
- > **Fee based tuition programs are not excluded**
- > **Some budgets cannot accept a tuition charge**
- > **Advertise open hires early (*2 months before start of quarter*) so that students can take advantage of other departments open positions to combine FTE.**

TA Best Practices for Success!

Start of the Quarter:

- Communicate outline of course requirements (*but do not require work prior to the start of the quarter*)
- Review job description and explain how duties will be carried out through the quarter
- Coordinate time off so there are no staffing issues mid quarter, especially for students who may have planned travel and/or mid-terms/finals
- Outline course times, office hour requirement and method of communication throughout quarter
- Each TA has a set number of time off built into their offer (25%= 10 hours; 50%= 20 hours)
- Outline performance expectations in general. How will you work together? Communication norms..et cetera

Questions & Additional Information

- > **What are some of the pain points you encounter when hiring ASEs?**
- > **How do you incorporate Diversity, Equity and Inclusion in your candidate selection process?**

Staff HR Contact Information

Please reach out to me with questions regarding Staff or ASE hiring!

Tera Figueroa

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