Graduate Research Assistant
Position Announcement
Autumn 2023

Position Title: Graduate Research Assistant
Supervising Faculty: Nicole Errett, PhD, MSPH
Class Days/Times: TBD
Supervising Faculty: TBD
Start Date: 10/1/23
End Date: 12/15/23
Application Deadline: 9/20/23 at 5pm
Estimated Weekly Hours: 20 hours/week

Position Description:

The Department of Environmental and Occupational Health Sciences (DEOHS) is seeking up to three Graduate Research Assistant (GRA) positions for Autumn Quarter, with the possibility to extend through Summer Quarter 2024 based on mutual interest. GRAs will provide support to a team of faculty and staff that will bring together public health practice, academic, healthcare, government, and community partners across Alaska, Idaho, Oregon and Washington (Region X) to identify opportunities and develop plans to enhance uptake of evidence-informed and evidence-based strategies and interventions in public health emergency preparedness and response (PHEPR).

Duties and Responsibilities:

GRAs will assist faculty and staff to complete the following project activities:

- Provide administrative and logistical support for meetings with federal and regional partners.
- Provide administrative and logistical support for activities with regional partners, including virtual and in person meetings.
- Collect, review and analyze hazard and vulnerability analyses implemented across the region.
- Design interactive meetings, including development of meeting agendas and planning facilitated discussions, to meet project objectives.
- Facilitate meetings, including small group discussions.
- Develop written plans for regional partners to work together to enhance uptake of evidence-informed and evidence-based strategies and interventions in public health emergency preparedness and response (PHEPR), including through training, translation, implementation, or development and evaluation.
- Plan and implement regional listening sessions.
- Develop, analyze, and summarize surveys.
- Collect and analyze qualitative and quantitative data to support project goals.
- Attend internal and external meetings.

Project activities will primarily take place at UW DEOHS offices with occasional remote work options and off-campus activities (e.g., workshop facilitation) depending on project
requirements. Exact dates and hours of employment will be arranged between the GRA and Dr. Nicole Errett/Project Managers, with an anticipated start date as soon as October 1.

Desired Qualifications:

- Current graduate student
- Experience with project management or research coordination activities.
- Excellent verbal and written communication skills.
- Strong organizational and critical thinking skills.
- Experience conducting literature reviews and writing research papers.
- Familiarity and/or experience with qualitative and/or survey data collection (e.g., interviews, focus groups, etc.) and/or analysis.
- Detail- and deadline- oriented.
- Ability to work independently and manage time effectively.

Eligibility for appointment and reappointment:

- Must be a current graduate student at the University of Washington and registered for at least 10 credits during the quarter of employment.

Salary:

- A 50% FTE Research Assistantship pays a stipend that varies depending on graduate level as indicated on Schedule 1 of the UW RA Salary Chart.
- The operating fee (including tuition) will be paid by the department. However, the successful applicant will be responsible for paying any additional student fees.
- Graduate Appointee accident/sickness insurance will be provided.
- This job classification is governed by a negotiated labor contract and is subject to union shop provisions.

How to Apply:

- Review and confirm that you have satisfied the position eligibility requirements listed above.
- Send a single Word or PDF document that includes your résumé and a brief cover letter describing how your skills and experience qualify you for this position to nerrett@uw.edu by 5pm on Wednesday, September 20, 2023 with the subject line “Fall GRA Application.” Interviews for the position(s) will begin on Friday, September 22, 2023.

More Information about This Position: 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

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

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.