

## Senate and Web Developer Director

The Graduate and Professional Student Senate (GPSS) seeks a Senate and Web Developer Director to assist with record-keeping and maintenance, as well as web developing for the GPSS site.

Compensation for this position is \$24.60 per hour, 18 hours per week for 34 weeks. This position starts on September 25th 2025, and ends on June 12th 2026. This position does not work on holidays or breaks.

### Key Responsibilities:

- Taking minutes at all weekly GPSS Senate and Executive Committee meetings.
- Formatting and editing minutes in a timely fashion and upholding record-keeping procedures and regulations.
- Ensuring transparency and accessibility in meetings.
- Will report to the Vice President of Administration, but may work with other officers as projects arise
- Managing, updating, and maintaining the GPSS website.
- Performing other administrative duties as assigned.

### Qualifications:

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Availability for GPSS Senate and Executive meetings on Wednesdays from 5:00 pm - 8:00 pm.
- Experience transcribing meeting minutes for distribution with excellent transcription, writing, editing, and word processing skills.
- Experience in WordPress and website development.
- Strong attention to detail and organizational skills.
- Ability to work within clear timelines and take comprehensive meeting minutes during active discussion.
- Interest in working with student government and being part of a team.

### Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 18 hours per week.
- Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced under the discretion of your supervisor.
- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 19 hours per week.
- Remote work options are available and will be arranged based on work with your project load.

Please do not let these expectations deter you from applying, please email Juan Contreras Mora (he/him), [gpssvpin@uw.edu](mailto:gpssvpin@uw.edu), with any questions or bring concerns to your scheduled interview time.

### Application Process:

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered.

Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please contact Juan Contreras Mora (he/him), [gpssvpin@uw.edu](mailto:gpssvpin@uw.edu).

All applications are due on Handshake and on the GPSS website by September 8<sup>th</sup> 2025 at 11:59 PM. Hired applicants will be expected to attend an in-person Staff Orientation in September.