

Student Success Graduate Staff Assistant Position (.50 FTE)

Autumn 2026, Winter 2027, Spring 2027.

A Student Success Graduate Staff Assistant is needed in the UW School of Nursing to advance undergraduate nursing student success, persistence, and NCLEX readiness through intentional, individualized, evidence-informed academic support and coaching aligned with the school's teaching and learning mission and commitment to excellence in education and research. This role supports students in developing academic, clinical reasoning, and career competencies, while contributing to the school's broader goals of retention, degree completion, and licensure success. The Graduate Staff Assistant is a PhD in Nursing student with an active Registered Nurse license, working across three integrated focus areas: Academic Coaching, Outreach & Student Support; NCLEX Student Success Support; and Research, Assessment, & Continuous Improvement. Appointment period is Autumn 2026 – Spring 2027, at 0.50 FTE (an average of 20 hours per week); the specific FTE will be stated in the appointment letter. The Graduate Staff Assistant reports to Tina Muller, Associate Director, Student Success, and also receives direction from Katherine Ward, Advising, and Megan Streur, Undergraduate Program Director. Work location is T Wing, Advising Offices, 4th floor, with approved remote work for virtual coaching sessions.

Mission & Vision:

Mission: Advance undergraduate nursing student success, persistence, and NCLEX readiness through intentional, individualized, evidence-informed academic support and coaching aligned with the UW School of Nursing's teaching and learning mission and commitment to excellence in education and research.

Vision: Enhance student outcomes through PhD student peer support, with graduates prepared to successfully pass the NCLEX, minimize repeat testing, and transition confidently into professional nursing practice.

Core Values:

Aligned with UW and UW Nursing values:

- Student Success & Academic Excellence
- Equity & Inclusion
- Evidence-Based Practice, Research, and Innovation
- Leadership in Nursing Education and Practice

Position Responsibilities at a Glance:

The Student Success Graduate Staff Assistant will:

- Promote holistic student success through student-centered support for undergraduate nursing students.
- Provide targeted academic support and tutoring to undergraduate nursing students, with emphasis on clinical reasoning, pharmacology, and NCLEX-aligned competencies.
- Support students identified through academic progress indicators, with proactive outreach, referrals, and structured coaching aligned with the school's early notification systems.
- Contribute to NCLEX success initiatives, including pre-graduation readiness and post-graduation support.
- Assist in designing, implementing, and evaluating student success interventions, and contribute to program evaluation and scholarship in nursing education under faculty supervision.
- Support students facing academic and licensure barriers, identified through academic progress indicators and self-referral.

Roles and Responsibilities:

The Student Success Graduate Staff Assistant will be expected to work within a best practice-aligned student success framework that integrates the following areas:

1. Academic Coaching, Outreach & Student Support (Student Learning and Development + Persistence)

- Provide individual and group academic coaching/tutoring aligned with curriculum and NCLEX competencies.
- Facilitate development of clinical reasoning and judgment, test-taking strategies, academic self-advocacy, and effective learning strategies.
- Support students in setting academic, career, and licensure goals and collaborating with Advising to develop structured learning plans.
- Deliver support through multiple modalities (in-person, virtual, workshops) to ensure access for students across varied clinical schedules and outside obligations.
- Partner with staff to support proactive outreach to students identified through academic progress indicators within the school's early notification processes.
- Facilitate faculty and advising referrals and collaborate with student services partners to ensure coordinated, comprehensive support.
- Support (but do not independently make or communicate) referral decisions, academic standing determinations, or any communication regarding academic progression – these remain the responsibility of professional advising staff and faculty.
- Contribute to closing gaps in academic progression and licensure outcomes by supporting students identified through academic progress indicators, with eligibility for support determined by academic need rather than by any protected characteristic.
- Promote help-seeking, belonging, and sustained student engagement.
- Support development and delivery of student success programming, including academic success workshops, coaching resources, and NCLEX preparation support materials, in collaboration with faculty, advising, and student services teams.
- Communicate effectively with students/partners using clear, accessible, and inclusive approaches.

2. NCLEX Student Success Support (Transition-to-Practice Continuum)

- Contribute to NCLEX readiness initiatives across the program continuum, including integration with proactive academic support and coaching strategies.
- Support post-graduation outreach and engagement for recent graduates preparing to retake the NCLEX, at the direction of the Undergraduate Program Director.
- Assist in developing and sharing support strategies and resources, including focused study and preparation plans and use of NCLEX preparation tools (e.g., UWORLD or equivalent).
- Reinforce preparation approaches that support NCLEX completion and minimize repeat testing.
- Collaborate with faculty and staff to align NCLEX support with curriculum, advising practices, and student success efforts.

3. Research, Assessment, & Continuous Improvement

- Contribute to a culture of assessment and continuous improvement.
- Assist in tracking and analyzing NCLEX outcomes, academic progress indicators, and student engagement, participation, and progress.
- Support data-informed decision-making, student engagement with support, and development of student success initiatives.
- Note: Assessment activities under this section are conducted for internal program evaluation and quality improvement. Any activity intended to produce generalizable knowledge, including publication or external presentation, requires prior review by the UW Human Subjects Division.

Training & Development: The selected student participates in training provided by Advising and the Undergraduate Program Director.

The Student Success Graduate Staff Assistant receives orientation and training that covers:

- Orientation covering UW Nursing mission, values, strategic priorities, the school's leadership/organization chart, and key roles.
- Academic coaching and student success approaches.
- Student learning and development theory.
- Inclusive teaching and learner-centered coaching practices.
- NCLEX frameworks and supports (e.g., UWORLD).
- Expectations for representing the school.
- Ethical practice, confidentiality, and professional conduct.
- Ongoing leadership development and reflection.

Required Qualifications:

The successful candidate must:

- Be a current PhD student in good standing in the UW School of Nursing, eligible for an Academic Student Employee appointment, with a minimum 3.0 GPA and enrolled in at least 10 credits during Autumn, Winter, and Spring Quarters.
- Be available for the appointment period, required course meetings, trainings, and course-support activities listed in this posting.
- Have demonstrated teaching, tutoring, or clinical precepting experience with prelicensure nursing students, or equivalent instructional experience.
- Have current clinical knowledge in medical-surgical nursing and pharmacology, and familiarity with the Next Generation NCLEX-RN test plan.
- Demonstrate strong written, verbal, organizational, and interpersonal communication skills.
- Be willing to keep a flexible schedule to maximize availability to students.
- Hold an active, unrestricted Washington State RN license, or an active license from a Nurse Licensure Compact (NLC) state.
- Demonstrate effectiveness in teaching or supporting learners who bring a range of academic preparation, learning needs, and life circumstances.
- Clearly and accurately communicate UW and School of Nursing policies, procedures, and expectations.
- Demonstrate an ability or potential to work independently and collaboratively as part of a course team.
- Be able to explain UW and School of Nursing academic requirements accurately and to refer students to the appropriate faculty, advising, or student services resource.

Preferred Qualifications:

- Prior experience with NCLEX preparation platforms (e.g., UWORLD, ATI, Kaplan) and with structured academic coaching or learning-strategy instruction.
- Flexibility and comfort supporting evolving course needs, learning modalities, and student questions.
- Experience in tutoring and student support skills.

Applications:

To receive full consideration, please send an email that includes the following to muller12@uw.edu by **11:59 pm on 10/1/2026**. The subject line of the email should specify the position you are applying (Subject: "Student Success Graduate Staff Assistant")

- Resume/CV
- Cover letter that speaks to your interest in the position and your relevant experience/skills.

Applications will be accepted for a minimum of one week from the date of announcement, except in emergency hiring circumstances, consistent with Article 14 of the UW/UAW ASE contract. Applicants will be notified of their status within 14 business days after the application deadline. Successful applicants will be expected to accept/decline

the employment offer within 3 business days of receipt, barring delays related to hiring approval, funding, or operational needs. Questions regarding this position may be directed to [name, title, email].

Employment Conditions:

- **Appointment title:** Graduate Staff Assistant (Staff Assistant salary schedule). Appointment classification is subject to confirmation by the School of Nursing Academic Human Resources.
- **Appointment period:** Autumn 2026 – Spring 2027.
- **Scope of work:** Appointment percentage is 0.50 FTE (an average of 20 hours per week); the specific FTE will be stated in the appointment letter. Consistent with Article 35 of the UW/UAW ASE contract, an ASE appointed at 0.50 FTE cannot be required to work more than 220 hours per quarter, pro-rated for lower appointment percentages. Work is a mix of scheduled coaching/tutoring sessions, workshops and group instruction, and program development and research activities, with engagement across undergraduate programs and pre- and post-graduation student success efforts.
- **Supervision:** The Graduate Staff Assistant reports to Tina Muller, Associate Director, Student Success, and also receives direction from Katherine Ward, Advising, and Megan Streur, Undergraduate Program Director.
- **Work location:** T Wing, Advising Offices, 4th floor, with approved remote work for virtual coaching sessions.
- **Performance evaluation:** Performance is reviewed at the midpoint and the end of each quarter by the supervisor, using written criteria provided at the start of the appointment.
- **Student records and confidentiality:** This position involves access to student education records. The appointee must complete FERPA training before accessing any student record, may access records only as necessary to perform assigned duties, and is required to complete the School of Nursing confidentiality agreement.
- Pay ranges for the position can be found here: <https://facstaff.grad.uw.edu/advising-resources/funding-management/administering-assistantships/ta-ra-salaries/>
- This position is classified as an Academic Student Employee (ASE) and is governed by a contract between the UW and UAW Local 4121. The successful applicant may elect to join the union. For more information, see: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>
- In order to maintain eligibility for the appointment and its benefits, the successful applicant must be enrolled in at least 10 credits, or 2 credits during the Summer Quarter.
- Graduate students who are not native speakers of English must meet the English language and spoken English proficiency requirements of UW Graduate School Policy 5.2 before they can be appointed to TA positions with teaching duties; additional TA-specific training may also be required. <https://grad.uw.edu/policies/5-2-conditions-of-appointment-for-tas-who-are-not-native-speakers-of-english/>

Tuition Waivers for 50% FTE ASE Appointments: Including any combination of ASE roles that results in $\geq 50\%$ FTE (full-time equivalent), please visit: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract#Article-7-%E2%80%93-Fee-and-Tuition-Waivers>

- **Tuition-based students** who are hired as ASEs (TAs/RAs/SAs) in the UW School of Nursing receive a resident operating and tech fee waiver, and a waiver of the non-resident differential, if any, in the amount of the current tuition. This is standard university practice.
- **Fee-based students** who are hired as ASEs (TAs/RAs/SAs) in the UW School of Nursing receive course payments equal to Tier 1 graduate resident operating and tech fee, plus remaining related program-specific fees. This practice is (OPB) Brief (September 4, 2014): Criteria for Course Payments to Graduate Students in Fee-based Degree Programs.

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Compensation: Salary is set by the applicable UW/UAW ASE salary schedule for the assigned title and step, and the monthly rate will be stated in the appointment letter. This position is classified as an Academic Student Employee (ASE) and is governed by a contract between the UW and UAW Local 4121; the successful applicant may elect to join the union.