



## Position Announcement

### Graduate Assistantship – Other (0.25 FTE): Wellness Projects and Initiatives

Apply online through UA Handshake:

<https://arizona.joinhandshake.com/edu/jobs/9939475>

**Hiring Team Lead:** David Bradshaw, [bradshad@arizona.edu](mailto:bradshad@arizona.edu)

The Graduate Center is seeking a graduate student for Academic Year 2026 (8/18/2025 to 5/24/2026) with the opportunity for continued employment based on performance. The graduate assistant/associate will support the Graduate Center team in developing and implementing new initiatives and expanding and enhancing existing projects, with special emphasis on financial education and wellness. The GA will work directly with the Graduate Center team and will report to the Associate Director.

#### **Job Duties and Responsibilities:**

- Develop, pitch, and implement projects that encompass multiple missions and teams located within the Graduate Center and Graduate College.
- Liaise with campus partners on financial education and wellness programming.
- Collaborate with the teams of the Graduate College to develop or elevate programs boosting a sense of community and belongingness among graduate students.
- Assist with assessment and evaluation efforts of the Graduate Center and Graduate College.
- Other duties as assigned.

#### **Minimum Qualifications:**

- Current student in a University of Arizona graduate program
- Excellent verbal and written communication skills
- High level of professionalism
- Strong computer skills; experience with Microsoft Office Suite
- Ability to work as a member of a collaborative team
- Ability to complete work with minimal supervision
- Ability to perform multiple tasks efficiently and effectively
- Eligible to work in the United States

#### **Preferred Qualifications:**

- Experience conducting surveys (Qualtrics experience preferred)
- Mixed methods survey analysis experience
- Strong time management skills
- Experience developing and implementing multifaceted projects
- Background or experience developing wellness programs and resources
- Evidence of work on projects requiring collaboration across multiple teams or organizations
- Teaching or workshop facilitation experience

**Approximate Hours Per Week:**

- 0.25 FTE (average of 10 hours/week); 8 AM to 5 PM, Monday through Friday
- Flexible work arrangements, upon request and approval of supervisor
- Graduate Center events occasionally take place after 5 PM or on weekends. Work schedules will be adjusted based on the work needed and the employee's schedule.

**Benefits:**

- Stipend of \$21,930 for the academic year or \$10,965 per semester (based on the percent of the appointment time at an annualized rate of \$43,860). If you are a doctoral student who has advanced to candidacy, you would receive a stipend of \$22,587.50 (annualized stipend of \$45,175)
- If a non-resident, tuition reduction to the equivalent of base in-state graduate tuition
- 100% Base Graduate Tuition Coverage (this does not cover the AFAT fee, international student fee, or other fees not part of tuition)
- Student Health Insurance premium coverage
- 10% ASUA Bookstore discount on select items

**Application Materials**

- Curriculum Vitae or Résumé (tailored preferred)
- Cover Letter explaining your interest in the position and how you are a good fit for the Center

**About the Graduate Center**

The Graduate Center is the home of Graduate College student success initiatives. From writing and public speaking to career services, mentoring, collaboration, community, belonging, and more, the Graduate Center offers support in-person, online, and on-demand. In addition, we are the home of several impactful fellowship and pipeline programs, including, but not limited to, the University Fellows Program, the Undergraduate Research Opportunities Consortium, the Peace Corps Coverdell Fellowship, the Initiative to Maximize Student Development, the Ronald E. McNair Achievement Program, and more. For additional information about the Graduate Center, please visit <https://gradcenter.arizona.edu>.

**About University of Arizona Graduate College**

The Graduate College provides central support and leadership to serve, oversee, and advance all aspects of the graduate enterprise at the University of Arizona.