2017-2018 Graduate Staff Assistant (GSA) Position at the Harry Bridges Center for Labor Studies

Appointment Period

One academic year commitment from September 16, 2017 to June 15, 2018 (appointment could begin August of 2017 if student is available).

Eligibility

University of Washington graduate students enrolled full-time (minimum of 10 credits per quarter) as of Fall 2017.

Salary and Benefits

Compensation is at the GSA level for which the student is eligible. Compensation includes tuition coverage, stipend and health benefits. The UW’s policy regarding graduate student service appointments is set forth in Executive Order 28. The basic monthly stipend and health benefits associated with student service appointments can be found here: http://grad.uw.edu/graduate-student-funding/for-students/assistantships/

Application Deadline: Friday, June 9, or until filled.

About the Bridges Center

The Harry Bridges Center for Labor Studies has an outstanding opportunity for a Graduate Staff Assistant (GSA). Under the direction and supervision of the Associate Director, this position will help maintain regular operation of Bridges Center and Labor Archives activities and programs.

Supporting research, teaching, and community outreach, the Harry Bridges Center for Labor Studies focuses on the contributions of workers and labor organizations to society. The Bridges Center promotes the study of labor in all of its facets - locally, nationally, and worldwide. Our mission is to develop labor studies, broadly conceived to include working men and women everywhere, as a central concern in higher education. The Bridges Center coordinates the efforts of faculty members throughout the University of Washington to develop and expand labor-related components of the University’s curriculum. We also provide encouragement and assistance to young scholars studying work and workers via scholarships, research grants, event programming, and more.

In 2008, the Bridges Center established the Labor Archives of Washington, a joint venture with the Special Collections Department of the University of Washington Libraries. The result of a grassroots fundraising campaign, the Labor Archives was founded to preserve the records of working people and their unions and to serve as a
center for historical research, ensuring that new generations have access to the rich labor history of the region.

For more information about the Bridges Center, please visit our website, or e-mail Associate Director Andrew Hedden at heddena@uw.edu.

**Position Responsibilities**

- Event and meeting planning, including Bridges Center annual awards banquet, Labor Studies Social, Labor Studies Workshares, seminars and book talks, and annual Labor Archives event
- Outreach for Bridges Center programs, including the Labor Studies Minor, events, and scholarship/grants
- Communications, including authoring of newsletters, pamphlets, maintenance of websites and social media, and internal program evaluations/reports

**Requirements**

- UW graduate student enrolled full-time (minimum of 10 credits per quarter) as of Autumn 2017.
- Work approximately 20 hours a week (schedule is negotiable on a quarterly basis and as duties dictate).
- Proficiency with Microsoft Office Suite (Access, Excel, PowerPoint, Publisher, Word) and Adobe applications ( Acrobat)
- Excellent verbal and written communication skills including demonstrated competence in preparation of correspondence, written reports and minute taking.
- Event planning and coordination experience
- Must be highly organized and show a high level of attention to detail. Ability to work in a collaborative team setting but also independently
- Availability to work minimal evenings and occasional weekends

**Desired**

- Degree in social science or other field related to Labor Studies
- Knowledge of Labor Studies
- Command of, or willingness to learn Access, desktop publishing, and web site development
- Knowledge and experience in website maintenance and social media communications

**Application Process**

To apply for this position, please submit both a cover letter and resume/CV describing your qualifications, experiences and skills that meet the needs of this position by Friday, June 9 to Associate Director Andrew Hedden at heddena@uw.edu.