2017-2018 Undergraduate Assistant 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 during Summer of 2017 if student is available).

Eligibility

University of Washington undergraduate students enrolled as of Fall 2017.

Hours and Rate of Pay

$16 per hour. 8 hours per week. Schedule is negotiable on a quarterly basis and as duties dictate.

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 Undergraduate Assistant. 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

- Process financial transactions including incoming donations and outgoing payments.
- Maintain database and email lists.
- Answer phones and e-mail, and take messages as appropriate.
- Assist in arranging and implementing Center events.
- Event publicity, including outreach to undergraduate students, including student groups.
- Communicate with university and community constituents of the Center.
- Maintain the Center’s office, files, and supplies in an orderly fashion.
- Make copies.
- Other duties as assigned.

Minimum Qualifications

- Interest in the labor movement and/or other social justice movements.
- Well organized, thorough, pays attention to detail in paperwork.
- Ability to multi-task and prioritize tasks and able to work without constant supervision.
- Knowledge of MS Word, Access, Excel.
- Willing to keep a predictable schedule. Availability to work minimal evenings and occasional weekends.

Desired

- Pursuing 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.