

Work Study Job Description

Job Title	Organizing Assistant for AAUP
Department Name	UW Chapter, American Association of University Professors
Job Location	Variable
Pay Rate	\$12 - \$13
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Amy Hagopian
Phone Number	206-616-4989
Email Address	hagopian@uw.edu
Website	http://depts.washington.edu/uwaaup/
Box Number	354809

Nature of Organization

The UW chapter of the American Association of University Professors works to uphold faculty academic freedom, guard against the erosion of faculty status, promote faculty diversity, oppose privatization, and advocate to keep higher education affordable.

Duties and Responsibilities

This is an opportunity to meet faculty from across campus and work together on building solidarity in defense of higher education. The student will help us with a membership drive, website development, research on faculty demographics, survey administration, archiving of records electronically, revising our rules of operation, and assisting the treasurer and membership secretary. An important aspect this year is helping to host the national AAUP summer institute on the UW campus, attracting hundreds of faculty from across the country. Flexible hours.

Minimum Qualifications

We seek a work-study-eligible student who is literate, computer-savvy, and all-around competent. Appealing qualities include flexible and creative, with superior communication and interpersonal skills, strong organizational skills, and able to work independently in conditions of ambiguity. Willing to work summer quarter, 2013. S/he should appreciate the mission of the organization (<http://depts.washington.edu/uwaaup/>).

Educational Benefits

Gain exposure to higher education academic organizing nationally, regionally and locally. Work with a range of faculty from a variety of disciplines on building a movement to defend academic freedom and higher education in America. Develop professional, research, political and administrative skills.

How to Apply

Send your letter and resume to hagopian@uw.edu by February 28, 2013. Call 206-616-4989 w/ questions

Job Number: AAUP01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal