

Work Study Job Description

Job Title	Student Assistant
Department Name	Harry Bridges Center for Labor Studies
Job Location	Smith Hall, Room 101, UW Seattle
Pay Rate	\$11.00 - \$11.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Andrew Hedden
Phone Number	
Email Address	pcls@u.washington.edu
Website	http://depts.washington.edu/pcls
Box Number	353530

Nature of Organization

The Harry Bridges Center for Labor Studies at the University of Washington promotes the study of work, workers and their organizations among students, faculty and labor communities locally. We support cutting-edge research, education and outreach.

Duties and 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. This may require evening or weekend work.
- 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.
- Working knowledge of MS Word, Access, Excel.
- Willing to maintain a predictable schedule.

Educational Benefits

- Gain first-hand experience with the labor movement and/or other social justice movements.
- Learn outreach skills with networking opportunities among students, faculty and community constituents.
- Gain office and clerical experience useful for future employment opportunities.

How to Apply

Send a resume and cover letter to pcls@u.washington.edu .

Job Number: CLST01 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal