

Join the Student Staff of UW Labor Studies!

The Harry Bridges Center seeks four undergraduate students for assistant positions in outreach and research for the 2023-2024 academic year

The Harry Bridges Center for Labor Studies at the University of Washington has four outstanding employment opportunities for undergraduate students in the 2023-2024 academic year. The Bridges Center is seeking two Student Engagement Specialists and two Undergraduate Research Assistants.

Through various programs, the Bridges Center supports students in the study of the labor movement in all of its facets. Through classes, internships, scholarships, research, events, and more, we are a place where students can learn about labor history and labor policy, develop skills as organizers and advocates, and change the world for the better.

Our student staff play a central role in the Bridges Center's mission. They are critical to promoting our programs to reach the students who need them most. Student staff also help connect us with the labor movement both on and off campus to ensure that the Center's activities promote the interests of students and workers. Come join us!

Labor Studies Student Engagement Specialists

The two Labor Studies Student Engagement Specialists will work together, as part of the larger team of the Harry Bridges Center staff, to involve fellow undergraduate students in Labor Studies programs. This work will include both regular programs (e.g., annual events, internships, scholarships, courses) and new programs developed by the Student Engagement Specialists (e.g., publications, events, discussion groups, etc.).

DUTIES & RESPONSIBILITIES

- Conducting campus outreach and publicity through tabling, visiting classes, and attending RSO meetings and other campus events;
- Maintaining social media, flyers, and other publications for the purpose of student engagement;
- Documenting Labor Studies student activities for the Bridges Center website, e-newsletter, and other publications;
- Organizing Labor Studies events and discussions relevant to student interests;
- Maintaining regular hours in the Harry Bridges Center office;
- Supporting Bridges Center staff in regular Center activities, as needed.

SUPERVISION AND JOB LOCATION

The position will work with all staff of the Harry Bridges Center, but will report directly to the Bridges Center's Associate Director.

These positions are based at the University of Washington in Seattle, with frequent in-person work in the Harry Bridges Center office in Smith Hall, room M266. Some remote work is possible, but regular in-person availability is required.

PAY & SCHEDULE

Pay is \$22/hour, with an average schedule of 10-12 hours per week. As a student position, it is limited to a maximum of 19 hours per week. Some flexibility to accommodate students' class schedules and regular academic breaks is possible. Evening and weekend hours may be necessary.

MINIMUM QUALIFICATIONS

- Knowledge of Labor Studies topics and issues, and a willingness to learn more.
- Strong interest in engagement and facilitation skills and strong interpersonal skills.
- Ability to take initiative and work independently while collaborating with a team.
- Excellent verbal and written communication skills; ability to communicate respectfully and effectively with staff and students alike.
- High attention to detail and accuracy.
- High level of demonstrated professionalism and judgment.
- Equivalent combination and experience may substitute for required qualifications.
- Ability to keep a predictable schedule.

HOW TO APPLY

To apply, please send a brief cover letter addressing your interest and qualifications for the position, and a resume, to hbcls@uw.edu. Applications received before Monday, October 2 will receive priority, but applications will be accepted until the positions are filled.

When applying, please note if you are eligible for Work Study. However, please note that Work Study eligibility is *not* a requirement for these positions.

Undergraduate Research Assistants

Research Assistants will work with the Research Coordinator on research projects supporting workers and the labor community. The Center regularly works with organizations, including labor unions and councils on identified research needs. It is also possible for Research Assistants to develop other projects that will become part of their workload.

DUTIES AND RESPONSIBILITIES

- Analyze documents and review information related to research projects.
- Gather data and provide analysis.
- Compile information and write short briefs and longer position papers on research issues.
- Communicate proactively and work collaboratively on projects with the Research Coordinator and colleague(s).

MINIMUM QUALIFICATIONS

- Interest in the labor movement and workers' rights.
- A desire to work collaboratively with a research team, and receive feedback on projects.
- Organized, thorough, and detailed in the research process.
- Ability to prioritize tasks and to work independently.
- Knowledge of MS Word, Excel, and Internet research.
- Ability to keep a predictable schedule.

SUPERVISION AND JOB LOCATION

The position will report to the Bridges Center's Research Coordinator. Research Assistants and the Research Coordinator will meet a minimum of once weekly for a 90-minute meeting and project check-in. Research Assistants are encouraged to work out of the Bridges Center when their schedules allow, but remote work is possible.

PAY & SCHEDULE

Pay is \$22/hour for up to 15 hours per week. Flexibility to accommodate students' class schedules and regular academic breaks is possible. Evening and weekend hours may be necessary.

HOW TO APPLY

Please contact Research Coordinator, Rachel Erstad at rerstad@uw.edu with a short statement regarding your interest in the position and a resume. Please highlight any type of research you have done to date. Prior research experience is not a requirement for these positions.

When applying, please note if you are eligible for Work Study. However, please note that Work Study eligibility is *not* a requirement for these positions.

QUESTIONS ABOUT THESE POSITIONS?

For questions regarding the Student Engagement Specialist, please contact Associate Director Andrew Hedden at heddena@uw.edu. For questions regarding the Undergraduate Research Assistant, contact Labor Research Coordinator Rachel Erstad at rerstad@uw.edu