



GRADUATE PART-TIME EMPLOYMENT OPPORTUNITY

Job Title: Membership Organizer
Reports To: TUGSA Executive Board
Location: Philadelphia, PA (Temple University Campus/1816 Chestnut St)
Position start date: June 1, 2018
Application Deadline: Monday, April 9th 2018 at 5:00 PM EST

ABOUT TUGSA

The Temple University Graduate Students Association (TUGSA) is the labor union that represents over 700 graduate assistants (research and/or teaching) at Temple University. Formed in 1997 and unionized in 2001, the union is led by a democratically elected Executive Board. It is a member of the American Federation of Teachers (AFT #6920) and is affiliated with the American Federation of Labor-Congress of Industrial Organizations (AFL-CIO).

POSITION INFORMATION

The Membership Organizer is a part-time employee (10hrs/week) who assists the Staff Organizer in the most essential work of building TUGSA membership density and engagement.

General Responsibilities:

- **Implements Strategic Plan(s)**
 - Develops Strategic Plan with the Executive Board and other TUGSA staff
 - Takes direction from Executive Board and Staff Organizer to achieve weekly, monthly, and semester-long goals for campaigns and activities related to membership engagement, density/growth, campaigns, and/or any priorities set forth by the Executive Board
 - Works directly with Staff Organizer to implement campaigns and collective action
 - Helps Sexual Harassment Officer organize/induce participation for related events
 - Assists with social media promotions
- **Organizes union activists**
 - Works closely with department representatives to set up office visits and small meetings with bargaining unit members who are not yet union members
 - Sets and evaluate goals with department representatives to achieve organizing goals laid out in strategic plan
 - Conducts one-on-one conversations with members and potential new members as needed
- **Attends Executive Board and committee meetings as time allows**
- **Performs other non specified organizing tasks as requested by Executive Board or Staff Organizer**



Required Qualifications

- At least 1-3 years of paid working experience with increasing responsibilities
- Be able to demonstrate ability to take initiative and work independently as required
- A positive attitude, strong interpersonal skills and able to take direction as required

Helpful Qualifications

- Experience working as a graduate employee at Temple University
- Strong understanding of labor organizing especially graduate employee organizing
- Knowledge and interest in labor unions and TUGSA Collective Bargaining Agreement
- Experience working with international graduate students, STEM graduate students and/or Arts graduate students

COMPENSATION & BENEFITS

- Stipend \$20 per hour for 10hrs/wk (400hrs. between Summer, Fall and Spring terms)
- Contract is renewable for the AY2019-20 based on performance evaluations
- Paid training in May 2018 before start date of June 1

HOW TO APPLY

Please send **COVER LETTER**, **RESUME** and the **NAMES/CONTACT INFORMATION OF TWO PROFESSIONAL REFERENCES** by the published deadline to: union@tugsa.org

Position Timeline:

March 19 – April 9: Position is advertised.

April 9 at 5 PM EST: Application deadline

April 9 – 15: Qualified candidates will be contacted for interviews.

April 16 – 27: Interviews for qualified candidates will be held at Temple University.

By April 30: All interviewed candidates will be notified of final decision.