



GRADUATE PART-TIME EMPLOYMENT OPPORTUNITY

Job Title: Office 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 Officer Organizer is a part-time employee (10 hrs/week) who performs the essential but behind-the-scenes work of office management. Although the hours for this position are flexible, the Office Organizer must work a minimum of 1 hour per weekday (Monday through Friday) responding to and managing emails sent to the union@tugsa.org address to ensure prompt communication management.

General Responsibilities:

- **Manages records**
 - Submits newly signed membership cards to Temple University Human Resources
 - Follows up with Temple University Human Resources regarding bargaining unit lists (BULs) and dues deduction reports (DDRs)
 - Maintains internal membership records (i.e. running list of signed membership cards, reconciling DDRs with internal membership lists) and external membership records (i.e. AFT Membership Database)
 - Maintains records in MailChimp (TUGSA email messaging client)
 - Organizes TUGSA Dropbox files and folders
 - Creates concise, uniform history of TUGSA (e.g., who served on Board each year from which departments; gains and losses between each contract; etc.)
- **Manages internal and public communications**
 - Maintains the <http://www.tugsa.org> domain name including organization website, e-calendars, mobile app and Google Suite
 - Works with Executive Board and other TUGSA staff to develop organizing materials
 - Works with Executive Board and other TUGSA staff to develop communications as needed (e.g., emails, social media campaigns, hard-copy newsletters, etc.)
 - Sorts inquiries sent to the union@tugsa.org email address
 - Sorts/delivers physical office mail to officers and responds to voicemail messages
- **Maintains and manage office and meeting spaces**
 - Schedules all meeting rooms and follow up with officers to confirm time/location
 - Maintains inventory of TUGSA supplies (e.g., organizing materials, office paper, etc.)
- **Performs other non specified office tasks as requested by Executive Board**



Required Qualifications

- At least 1-3 years of paid working experience with increasing responsibilities
- Be able to demonstrate a clear personal organizational style for task, data/record and communication management
- Demonstrated ability to work within the scope of established organizational policies and procedures

Helpful Qualifications

- Experience working as a graduate employee at Temple University
- Experience designing promotional media
- Knowledge of Mailchimp (or other email management systems) and WordPress (or other website management systems)
- Knowledge and interest in labor unions, especially the American Federation of Teachers

COMPENSATION & BENEFITS

- Stipend \$20 per hour at 10 hrs/wk (400hrs. between Summer, Fall and Spring tems)
- Contract is renewable for the AY2019-20 based on performance
- 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.