



GRADUATE EXTERNSHIP OPPORTUNITY

Job Title: Staff 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 Staff Organizer is a full graduate extern (20 hrs/week) who manages the most essential work at the union, including membership recruitment and engagement, event management, and contract dispute.

General Responsibilities:

- **Ensures interagency coordination and communication**
 - Attends all Executive Board meetings and retreats
 - Sits on all committees to achieve consistency in internal and external organizing goals
 - Sits on Contract Negotiation Team and work with Contract Action Team to implement contract campaign (only in contract negotiation years)
- **Develops and implements strategic plans**
 - Develops strategic plan with Executive Board and other TUGSA staff
 - Sets 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 Membership 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**
 - Builds and/or maintain department representative structure
 - Develops/executes organizing trainings for department representatives (e.g. on one-on-one conversations, active listening, issue-based mobilization, etc.)
- **Manages workplace conflicts**
 - Acts as chief grievance officer and organizes contract enforcement/contract education events for bargaining unit and department reps
 - Serves as member liaison for Sexual Harassment Officer
- **Performs other non specified organizing tasks as requested by Executive Board**



Required Qualifications

- Be a Temple University graduate student (experience working as a graduate employee at Temple University preferred)
- At least 1-3 years of paid working experience with increasing responsibilities
- Strong understanding of labor organizing as well as event planning skills
- 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 with membership engagement and event management
- Knowledge of labor contracts, grievances and the collective bargaining process
- Knowledge and interest in labor unions, particularly the American Federation of Labor
- Experience working with international graduate students, STEM graduate students and/or Arts graduate students

COMPENSATION & BENEFITS

- Stipend \$24,000 (800 hrs. between Summer, Fall and Spring terms)
- Health, Vision and Dental Insurance (September 1 – August 31)
- Tuition Reimbursement (Fall 2018 and Spring 2019 semesters only; max of \$10,000)
- Contract is renewable for the AY2019-20 based on performance evaluations

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.