



## 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, 2019  
**Application Deadline:** Monday, April 15<sup>th</sup> 2019 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 2019 and Spring 2020 semesters only; max of \$10,000)
- Contract is renewable for the AY2020-21 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](mailto:union@tugsa.org)

### **Position Timeline:**

**March 25 – April 15:** Position is advertised.

**April 15 at 5 PM EST:** Application deadline

**April 15– 25th:** Qualified candidates will be contacted for interviews.

**By May 5th:** All interviewed candidates will be notified of final decision.