

## UW Aquatic Science Open House Coordinator

*The School of Aquatic and Fishery Sciences (SAFS) is hiring a Staff Assistant for duties in Spring 2023*

**Supervisor:** Mark Scheuerell

**Dates:** March 16, 2023 – June 15, 2023

**Compensation:** Position is 50% FTE and includes insurance and waiver of tuition and some student fees; salary is commensurate with academic standing (ASE salary schedule: [https://grad.uw.edu/wp-content/uploads/2022-23-TA-RA-SA\\_salary\\_chart.pdf](https://grad.uw.edu/wp-content/uploads/2022-23-TA-RA-SA_salary_chart.pdf))

**Deadline to Apply:** January 20, 2023. Priority consideration given to applications received by this date. Applications will be accepted after this date if the position remains unfilled

### Position Description:

The coordinator is responsible for organizing and overseeing the Students Explore Aquatic Sciences (SEAS) Open House event. The UW Aquatic Sciences Open House is an annual spring event hosted by SEAS and SAFS with support from the School of Oceanography, the School of Marine and Environmental Affairs, and external partner organizations. The open house offers a free and family-friendly day of hands-on learning to celebrate science and research that relates to water. Visitors can experience the UW Fish Collection, the Research Vessel Rachel Carson, and real working science labs here at the university. We also have hands-on activities led by current UW students, staff, postdocs, and faculty across the College of the Environment, and by organizations from the greater Seattle area.

The best candidate will be a self-motivated and creative leader. The coordinator is responsible for hosting a well-organized and engaging event for the public that showcases the excellent research done at the UW.

### Position Responsibilities:

- Recruit event volunteers to host booths for the event
  - Contact faculty and students in SAFS and across UW
  - Contact agencies and community partners
  - Assist in activity design, provide peer-review
- Advertise the event and facilitate transportation for attendees
  - Flyers, posting on event webpages and calendars, seminar series
  - Advertising on social media, coordinating with UW social media accounts
  - Reach out to schools and community and university partners (e.g., MESA)
  - Coordinate busses and transportation options for the event
- Manage procurement and budget
  - Purchase food and beverages for volunteers, rent necessary equipment (e.g., tables)
  - Keep records of all spending and ensure we stay within our budget
- Recruit volunteers to help at the open house
  - These individuals will help with set-up, break-down, and fill in for any miscellaneous tasks to help the event go seamlessly
- Prepare all materials and logistics
  - Solidify COVID-19 health and safety plan, if needed
  - Work with Foundry10 to finalize a survey that tracks attendance and participant feedback
  - Ensure all materials are purchased/prepped (e.g., table rentals)

- Final Report
  - Produce and distribute an event report (Overview, list of participants and activities, budget summary, list of schools represented, etc.)

Position Qualifications:

- Excellent written, verbal, and interpersonal communication skills
- Willing to assume a leadership role and be self-motivated
- Availability for the full appointment
- Academic standing as a UW Graduate Student and eligibility to hold a Graduate Student Assistantship (including being registered for 10+ credits in Autumn quarter).

Time Commitment:

This appointment will be for the spring quarter (March 16-June 15). The candidate will dedicate, on average, ~20 hours per week to planning the open house during the quarter. The open house will be held on Saturday, May 20th and will be the culmination of the coordinator's effort. Following the event, the coordinator will provide a written reflection of their experience that highlights aspects of the planning or event itself that went well or that could be improved upon.

Application Instructions:

To apply, please fill out [this online form](#) by January 20<sup>th</sup>, 2023. Members of the SEAS Board will select top candidates for 15-20 minute interviews. No letters of recommendation are required, but references may be contacted in the final stages of the interview process.

Hiring Timeline:

January 20, 2023: Deadline to submit an application

January 27, 2023: Applicants notified whether they have advanced to interview stage

January 27-February 3, 2023: Conduct interviews and applicant's references contacted

February 10, 2023: Decision made for SA-ship recipient and candidates are notified

Notes:

This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit: <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

Department Information:

The School of Aquatic and Fishery Sciences (SAFS) presents programs for undergraduate and graduate teaching, research, and service in basic and applied aquatic sciences, with emphasis on fisheries management and aquatic resource conservation. SAFS faculty, staff, and students have access to myriad aquatic habitats and rich biological resources, and they are involved in interdisciplinary partnerships with other academic programs, as well as public and private organizations and environmental and regulatory agencies. The people and programs in SAFS are continuing a long tradition of actively addressing major issues in the aquatic sciences.

SAFS values the strengths and professional experience that students, faculty, and staff bring to our community. We are committed to providing an excellent education to all of our students, regardless of their race, gender, class, nationality, physical ability, religion, age, or sexual orientation. We are proud of the different roles that our students, staff, and faculty play in the community of the School and the College of the Environment. We also recognize that science is richer, and the SAFS community is more

vibrant when a diverse group of people participate in research and education. We are especially interested in candidates who can contribute to our programs' diversity through their life experiences, scholarship, and/or service to the institutions. Minorities, women, people with disabilities, and veterans are encouraged to apply. More information on SAFS DEI work may be found here:

<https://fish.uw.edu/about/diversity-equity-and-inclusion/>

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or [dso@uw.edu](mailto:dso@uw.edu).