

UW School of Aquatic and Fishery Sciences – Graduate Program

SAFS SA Application – Position Description

The School of Aquatic and Fishery Sciences (SAFS) is hiring a Staff Assistant/Associate for duties in Autumn Quarter 2024:

Title: 2024 Bevan Staff Assistant / Associate (SA)

Supervisor: Tim Essington

Dates: September 16, 2024 – December 15, 2024

Compensation: Position is 50% FTE; salary is commensurate with academic standing

Deadline to Apply: AUGUST 14, 2024. Priority consideration given to applications received by this date.

Applications will be accepted after this date if the position remains unfilled

Position Description

This Staff Assistantship (SA) will provide administrative support for the 2024 Bevan Symposium “Reflections on Indigenous Fisheries and Co-Management Fifty Years After the Boldt Decision”, a day-long symposium on November 21, 2024. Individuals that are available for part-time hourly work before Autumn quarter are desired.

Work location: UW Fishery Sciences Bldg (FSH), Alder Auditorium and Commons Nov 21, 2024, remote work acceptable upon following an approved remote work agreement

Position Responsibilities

- Maintain timely communications with invited panelists and facilitators
- Assist with production and distribution of marketing materials
- Perform administrative tasks supporting travel of invited panelists and facilitators
- Contribute to event set up and logistics

Position Qualifications

REQUIRED:

- Outstanding organizational and communication skills
- Demonstrated ability to independently problem solve
- Availability to be on-site at Alder Auditorium/Commons on November 21, 2024 for event support
- 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).

DESIRED:

- Knowledge of the history of the Boldt Decision and related treaty rights, and understanding of co-management between treaty Tribes and Washington state
- Availability for part-time hourly work from 8/21/24 – 9/15/24

Application Instructions

To apply, complete application form* at <https://tinyurl.com/ApplySAFSTA> and upload the following additional documents (under one cover, with “BevanSA” and your full name in the document’s title):

UW School of Aquatic and Fishery Sciences – Graduate Program

1. A detailed letter describing qualifications for the position – include description of your general background, why you are applying for this ASE position, strengths and any abilities directly related to the specific course(s) that you would bring to the position, etc. Please also include whether you are available for pre-appointment hourly work.
2. Curriculum vitae
3. The names and contact information of three individuals who can serve as references

***NOTE:** To access application form, log in using your @uw.edu email address. If you do not have an @uw.edu email address, email your letter, CV, and references to safsadv@uw.edu.

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 emphases 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.