CSWS is seeking applications for an administrative GTF to work .20 FTE for fall, winter, and spring, 2010-11. Please apply by June 1, 2010.

Duties
This person will work with the CSWS Director and Associate Director on a variety of projects including:

- Compilation of bibliographies and materials for symposia organized as part of the Lorwin Lecture series.
- Management of the web pages devoted to the Lorwin Lecture series.
- Assistance with planning of public events and communication with UO community.
- Communication and coordination of events with stakeholders at the International High School.

Eligibility
University of Oregon graduate students pursuing a master's or doctoral degree in any discipline are eligible to apply. Preference will be given to applicants with demonstrated ability in the areas relevant to the assignment:

- Event planning experience,
- Experience with Wordpres.
- Excellent writing, and communication skills.
- Experience with website content management is a plus.

Application Procedure & Deadline
Submit a cover letter explaining your interest and skills with relation to this position, a résumé, and the names of two references to Carol Stabile, CSWS Director, by e-mail (cstabile@uoregon.edu).

The position will remain open until filled, but applications will be reviewed beginning June 3, 2010.

Contact
Questions about the position may be addressed to Carol Stabile, CSWS Director (cstabile@uoregon.edu; 541-346-5524).

Minorities and Women are encouraged to apply.

The University of Oregon is an Equal Opportunity, Affirmative Action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.