ASEH Seeks Work Study Student to Assist with Annual Conference

The American Society for Environmental History (ASEH), a non-profit scholarly organization, seeks a work study student to assist with its annual conference in Seattle, hosted by the University of Washington. This conference will include more than 700 attendees from all over the world. Events include 100 sessions, two plenary talks, 2 lunch banquets, 2 breakfasts, 1 workshop, and 14 field trips. For more information on the conference, see: http://aseh.net/conference-workshops/seattle-conference-2016

Dates: March 23 – April 2, 2016

Location: UWT and Westin Seattle Hotel, downtown Seattle

Responsibilities: Assist with conference registration, including assembling badges and checking in attendees; assist with exhibit area, including staffing tables for publishers; direct conference attendees to events (requires knowledge of conference program); monitor session rooms and alert AV techs about issues; other duties as needed.

Requirements: Will work under the direction of ASEH’s executive director and program assistant; must be responsible, reliable, professional, and able to work with the public.

Hours: The hours from March 23-25 are flexible (assembling badges and reviewing the conference program). The hours working at the conference are as follows:

Wednesday, March 30 – 5:00 – 7:00 pm (plus travel time)
Thursday, March 31 – 7:30 am – 3:30 pm (plus travel time)
Friday, April 1 – 7:30 am – 12:30 pm (plus travel time)
Saturday, April 2 – 7:30 am – 2:30 pm (plus travel time)

Expenses for public transportation between Tacoma and Seattle will be reimbursed. Successful candidate may also attend conference events (outside of the work time) if desired.

Rate: $18/hour

Deadline: send resume to director@aseh.net with subject line “Work Study Position ASEH Seattle Conference” by February 1, 2016.