

# THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

## **Part-Time Project Coordinator for the Ruckelshaus Center's Criminal Sentencing Task Force Project**

### **About The Ruckelshaus Center**

The Ruckelshaus Center helps people work together to identify and solve problems, make collaborative decisions, and reach lasting agreements on complex public policy challenges in the State of Washington and the Pacific Northwest. We are a joint effort of Washington State University (hosted and administered by the WSU Extension) and the University of Washington (hosted through the Daniel J. Evans School of Public Policy and Governance). Building on the unique strengths of these two institutions, the Center applies university resources and knowledge towards solving challenging public policy issues.

### **About the Criminal Sentencing Task Force Project**

In 2019, The Legislature established the Washington State Criminal Sentencing Task Force and directed the Ruckelshaus Center to facilitate its work to review state sentencing laws and provide recommendations for the purpose of: (a) Reducing sentencing implementation complexities and errors; (b) Improving the effectiveness of the sentencing system; and (c) Promoting and improving public safety. The Ruckelshaus Center serves as an impartial third-party facilitator, and the Facilitation Team provides collaborative process design, meeting facilitation, and overall project management to guide the Task Force in its work to develop the shared understanding necessary to build trust, develop proposed policy changes, and to reach consensus on those policy recommendations.

### **About the Criminal Sentencing Task Force Project Coordinator Position**

Providing administrative support for the Ruckelshaus Center's Criminal Sentencing Task Force project. Duties include:

- Attending project team meetings and tracking project tasks.
- Coordinating the work of the Task Force's two working groups. This includes attending working group meetings, taking meeting notes and putting together detailed meeting summaries, and overseeing and executing tasks for between meeting follow-up.
- Working with the Research Team to conduct additional research on behalf of the working groups.
- Teaming with the Project Specialist on notetaking and preparing meeting summaries for the monthly Task Force meetings.
- Assisting in providing technical support for virtual meetings and "hybrid" virtual-and-in-person meetings.
- Assist in communicating and coordinating with project leads and/or researchers to contribute in the preparation of reports and communications to project participants.

### **Work Conditions**

- Most of the work is conducted in the Ruckelshaus Center’s downtown Seattle office and/or virtual environment, depending on COVID-19 considerations, but interactions in other workplaces are periodically necessary, including local and regional travel.
- Demonstrated ability to perform the essential functions of the job, with or without accommodation.
- Available for project meetings all day on the first Thursday each month; every Monday from 2:30-3:30; Tuesdays 9:00am-11:00am and 1:30-4:00pm; and on Wednesdays 1:00pm-2:00pm.

### **Minimum Qualifications**

- Position requires demonstrated experience relevant to project coordination, multi-party dispute resolution, and/or social science research.
- Intermediate or advanced knowledge in Microsoft Office 365 (Word, Excel, Outlook, TEAMS and PowerPoint), Zoom, Adobe Reader or Adobe Acrobat, and browsing applications.
- Demonstrated writing and communication skills.
- Communicate well both orally and in writing.
- Work independently and as part of a collaborative team.
- Display a professional and courteous manner, cooperate, and treat others with respect.
- Work effectively and professionally with diverse populations.
- Exercise independent judgment and discretion.
- Maintain confidentiality.
- Deal with complex and sensitive situations professionally.
- Demonstrated experience providing highly-organized logistical support.
- Keep accurate records and complete timely reports.
- Handle multiple tasks and prioritize job assignments. Independently meet required deadlines, while simultaneously completing other tasks. Organize and prioritize.
- In accordance with Washington State Governor's Proclamation 21.14.2, as a condition of employment, you must be fully vaccinated or have an approved medical/religious accommodation by time of hire. People are considered fully vaccinated two weeks after receiving their last shot in a vaccine series. Vaccine or an approved accommodation will be verified prior to your first day of work. Should you not be fully vaccinated or have an approved medical/religious accommodation you will not be able to start employment with WSU. Information regarding vaccine verification and/or requesting a medical/religious information is available at <https://hrs.wsu.edu/covid-19/vax-verification/>. Please contact HRS at [hrs@wsu.edu](mailto:hrs@wsu.edu) or 509-335-4521 if you have questions.

### **Preferred Qualifications**

- Bachelor’s and/or master’s degree.
- Education, experience, and/or demonstrated knowledge of Washington State’s criminal justice and sentencing system, laws, and policies.

**Hourly Wage Range:** \$25 (with benefits)

**Appointment Status:** Part-Time, Temporary, Hourly

**Start & End Dates:** May 1, 2022 to June 30, 2023

**Reports To:** Project Lead

**Supervisory Responsibilities:** None

**To Apply:**

Applications are due April 4<sup>th</sup> 2022. To apply, submit the following materials with the subject line "Project Coordinator Application" to [amanda.g.murphy@wsu.edu](mailto:amanda.g.murphy@wsu.edu)

1. Cover Letter
2. Resume
3. Two professional references and their contact information

For more information, contact Project Lead, Amanda Murphy at [amanda.g.murphy@wsu.edu](mailto:amanda.g.murphy@wsu.edu)