

Posted:	1 April 2022
Deadline:	5:00pm EST, Monday, 18 April 2022
Position Title:	Staff Representative
Position Type:	Full-time, permanent
Number of positions:	One (1)
Workplace Environment:	Unionised, CUPE 1281
Workplace Location:	300-208 Bloor Street West with occasional work at the St. George, Scarborough and Mississauga campuses of the University of Toronto. All work is currently being done remotely.
Job Starts:	June 2022

CUPE 3902 is the trade union representing more than 10,000 contract-academic workers at the University of Toronto (primarily teaching assistants, sessional lecturers and post-doctoral fellows). We are adding a fourth staff representative to our team, and we are looking for someone committed to a democratic union culture, who will be working under the supervision of the Executive Director and in close collaboration with an annually-elected Executive Committee and a diverse membership.

Qualifications

- 1-2 years' experience interpreting collective agreements and handling, processing and filing of grievances
- Experience interpreting and enforcing standards of relevant labour legislation
- Negotiation skills, particularly in the context of collective bargaining
- Anti-oppressive practice and/or lived experience; familiarity with Equity, Diversity, Inclusion (EDI) policies in the university setting
- Research skills in labour law, university governance and bargaining
- Excellent written and oral communication skills, ability to communicate technical details to diverse audiences
- Understanding the relationship of the Local with other labour organisations and rules of order
- Experience with developing and facilitating union/activist training & education
- Familiarity with University issues
- Well-developed interpersonal skills and the ability to work both collectively and independently
- Graduate-level education preferred, in any field

Duties

- Filing and processing of grievances, assisting/training stewards in same; assisting with arbitration process
 - Act as co-chief negotiator during collective bargaining; assist in tasks associated with negotiations
 - Membership service: advise members with resolving work-related problems
 - Act as resource and advisor to local executive and assist in carrying out of its duties
 - Assist with the production of Local publications
 - Assist in planning and implementation of union campaigns and mobilisation
 - Act as liaison between other campus groups and labour organisations
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CUPE 3902 is an equal-opportunity employer and welcomes applications from all qualified individuals.

CUPE 3902 is committed to developing inclusive, barrier-free selection processes and work environments. Please reach out to us about any accommodations that would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodations will be addressed confidentially.

CUPE 3902 is a unionised employer with a competitive wage and benefit package. This position is salaried and pays \$90,619.39, with a contracted raise to \$98,472.38 upon completion of the six-month probationary period.

If you have questions about the position, contact us at executive.director@cupe3902.org.

To apply, submit a cover letter and resume as a single .pdf file by 5:00 PM EST, 18 April 2022 to hiring@cupe3902.org, titled in the following format: Surname_GivenName_staffrep application.

We thank all applicants, but only those considered for the position will be contacted about interviews. All candidates who advance to the interview stage will be provided with an honorarium of \$165