

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
- 

*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](mailto: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](mailto: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*