

# VACANCY ANNOUNCEMENT

**Job Title:** Service Unit Director, United Faculty of Florida  
**Job Classification:** Professional A – FSO Bargaining Unit  
**Supervisor:** UFF Executive Director  
**Location:** Northeast Florida, Orlando, or Southeast Florida Extensive Travel Required

The Florida Education Association (FEA) is the largest association of professional employees and the largest labor union in the Southeast, representing more than 145,000 members. FEA is a merged state association affiliated with both the National Education Association (NEA) and the American Federation of Teachers (AFT). Founded in 1968, the United Faculty of Florida (UFF) is the higher education affiliate of FEA representing more than 25,000 faculty members and 8,500 graduate assistants across the state with 34 chapters. UFF is a state option local within FEA.

**Position Summary:** The Service Unit Director (SUD) reports to UFF’s Executive Director and supports the day-to-day operations and programs of several UFF chapters that are certified bargaining agents, including collective bargaining agreements covering higher education faculty and graduate assistants. The primary responsibilities of this SUD position include collective bargaining support including special magistrate hearings and other labor relations assignments such as grievance consultations, bargaining trainings, and arbitration representation. Additionally, the SUD provides consultation and support to UFF chapter leaders and members in the areas of bargaining, contract administration, member advocacy, grievance processes, membership development, organizational development to support volunteer teams, internal and external communications around labor relations and worksite issues, governmental and political advocacy, member and human rights, and other areas of interest or concern to the organization and its members. Additionally, the SUD assists with ensuring efficient day-to-day operations and initiatives of FEA, UFF, and the UFF’s elected steering committee. The successful candidate must possess the ability to successfully establish and maintain professional relationships, efficiently manage multiple high-priority projects, and effectively navigate politically sensitive issues.

## **Qualifications:**

- A bachelor’s degree from an accredited college or university is required.
- A master’s, doctoral, or other advanced degree is highly desired.
- At least two years professional experience in unionized higher education (i.e., member leader or union staff member), including training and involvement with collective bargaining, member representation, and member advocacy is required.
- Professional union organizing experience is highly desired.
- Professional experience with political advocacy is highly desired.
- Professional experience working with elected boards, councils, or committees is highly desired.
- Ability to effectively build and maintain professional relationships is an essential requirement for this position.

- Ability to simultaneously manage multiple high-priority projects is an essential requirement for this position.
- Ability to thrive and maintain professionalism in high-profile/high-pressure situations is an essential requirement for this position.
- Ability and willingness to travel extensively, including overnight, is required.

**Specific Duties and Responsibilities:**

1. Provide collective bargaining and member advocacy support to UFF elected leaders and members.
2. Create and facilitate trainings to enhance labor relations activities.
3. Conduct regular site visits and provide various union-related support to elected leaders and members.
4. Assist with chapter program development, political actions, and union initiatives.
5. Support the UFF Executive Director and chapter leaders in evaluating programs and allocation of resources.
6. Work closely with FEA and UFF elected leaders and staff to achieve established goals and initiatives.
7. Monitor and coordinate local program implementation including communications, training, employee relations, minority concerns, instructional and professional development, membership promotion, political concerns, legislation, etc.
8. Maintain a positive relationship with other organizations and groups within assigned areas.
9. Maintain a continuous positive relationship with chapter leaders and UFF governance.
10. Perform other duties as assigned by the UFF Executive Director, the Director of Organizing and Field Services, or their designee.

**General Responsibilities:**

1. Acknowledge and support the advancement of FEA's and UFF's vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA's and UFF's vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes UFF and FEA resources.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services and especially all aspects of bargaining and member representation.
5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement, in accordance with FEA, UFF, and Chapter Policies and Procedures.

**Competency Framework:** Incumbent must embrace, exhibit, and reliably possess the following effectiveness competencies:

- **Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.

- **Self-Management/Initiative** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
- **Teamwork** - Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.
- **Written Communication** - Recognizes and uses correct grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.
- **Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.
- **Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
- **Interpersonal Skills** - Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.

**Compensation & Benefits:** The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.

**How to Apply:** Interested candidates should submit a cover letter and resume via email to feahr@floridaea.org no later than **October 17, 2021**. Candidates will be reviewed on a rolling basis.

## **THE FLORIDA EDUCATION ASSOCIATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Consistent with the FEA Affirmative Action Plan, minority, female, and persons with disabilities are encouraged to apply. Please contact FEA's Office of Human Resources at 850- 201-3215 or [feahr@floridaea.org](mailto:feahr@floridaea.org) to request an accommodation during the application process.