



**United Faculty of Florida INTERNAL Posting (May 10, 2022)  
Professional A Staff position in the FEA/FSO bargaining unit**

**Job Title:** UFF Service Unit Director (Labor Relations Specialist)  
**Job Classification:** Professional A – FSO Bargaining Unit  
**Supervisor:** UFF Executive Director  
**Location:** Home worksite is negotiable; must live within two hours of largest UFF chapters (i.e., Gainesville, Jacksonville, Orlando, Tallahassee, Tampa). Travel Required.

UFF serves as the collective voice of over 25,000 faculty, academic professionals, K-12 lab schoolteachers and graduate employees at colleges and universities throughout Florida. Our members advocate for the public good and for Florida's 1 million students in college towns, rural communities, and urban centers from Key West to Pensacola. 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), as well as the AFL-CIO.

**Position Summary** UFF seeks an experienced professional to serve UFF chapters through organizing, bargaining, and member representation activities. The primary responsibilities of this professional Service Unit Director (SUD) position is to be a Labor Relations Specialist for chapters, including providing consultation and assistance to elected chapter leaders and members regarding membership development, collective bargaining, contract administration, political advocacy, and member representation. Additionally, the SUD assists with ensuring efficient day-to-day operations and initiatives of UFF chapters, and UFF's elected steering committee and Senate. 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 is required (i.e. member leader or union staff member).
- Professional experience with collective bargaining, member representation, and member advocacy is required. Impasse and arbitration experience is highly desired.
- Professional organizing experience is desired.
- Professional experience with political advocacy is 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 of 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.
- Ability to travel extensively, including overnight.

### **Specific Duties and Responsibilities**

- Provide collective bargaining and member advocacy support to UFF elected leaders and members.
- Create and facilitate trainings to enhance labor relations and organizational development.
- Conduct regular site visits and provide various union-related support to elected leaders and members.
- Assist with chapter program development, political actions, and union initiatives.
- Support the UFF Executive Director and chapter leaders in evaluating programs and allocation of resources.
- Work closely with FEA and UFF elected leaders and staff to achieve established goals and initiatives.
- Monitor and coordinate local program implementation including communications, training, employee relations, minority concerns, instructional and professional development, membership promotion, political concerns, legislation, etc.
- Support organizing campaigns to maintain and grow membership within existing UFF Chapters, as well as service new UFF Chapters.
- Maintain a positive relationship with other organizations and groups within assigned areas.
- Maintain a continuous positive relationship with chapter leaders and UFF governance.
- Perform other duties as assigned by the UFF Executive Director or their designee.

### **General Responsibilities**

1. Acknowledge and support the advancement of UFF and FEA's vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance UFF and FEA'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** Applicant 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.

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- **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](mailto:feahr@floridaea.org). Candidates will be reviewed on a rolling basis. Applications received prior to May 20<sup>th</sup> will receive preferential treatment.

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

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants 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.