

CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

Job Posting

Labour Relations Coordinator

Who's hiring? CUPE Local 3913

How many hours? 35 hours per week

What type of position is it? Term – until July 13th, 2018

How much does it pay? \$33 per hour

When does it start? August 14th (flexible)

Where is CUPE Local 3913's office located? 25 University Ave. East, Guelph

Job Duties

The successful candidate will work with the Grievance Committee and may:

- advise and represent members on behalf of the Employer in relation to workplace disputes with the University of Guelph;
- work with stewards and officers in the drafting and processing of grievances;
- administer grievances through the various steps in the grievance procedure as set out in the Employer's Collective Agreement with the University of Guelph;
- provide representation to members on behalf of the Employer at one or more steps of the grievance procedure;
- gather pertinent information related to grievances and provide all information to the Grievance Committee for consideration;
- draft minutes of settlement in relation to workplace disputes between the Employer and the University of Guelph;

- brief legal counsel in connection with disputes under consideration for referral to arbitration or litigation in any other forum (for example, Ontario Labour Relations Board) as directed by their Supervisor;
- maintain and organize grievance files;
- act as a resource person and advisor to the CUPE 3913 Executive Committee;
- act as a resource person and advisor for the Bargaining and Negotiating Committee, and assist in tasks associated with contract negotiations;
- act as a liaison between CUPE 3913 and the University of Guelph.

The successful candidate will have:

- the ability to work productively with minimal supervision and meet deadlines
- the ability to write clear, concise, professional reports, grievance letters, and minutes of settlement
- excellent knowledge of the grievance and arbitration processes
- experience representing members in grievance and arbitration proceedings
- experience interpreting Collective Agreement language, the *Labour Relations Act*, *Employment Standards Act*, *Occupational Health and Safety Act*, *Ontario Human Rights Code*, and other relevant employment legislation
- experience working in, or an understanding of, academic labour unions
- experience in Collective Agreement negotiations, including research and development of proposals
- strong organizational skills

Application Instructions

You must submit **both** a resume **and** a cover letter. All applicants will receive a response once a decision has been made about the status of their application.

The application deadline is **July 31, 2017**. Your application must be submitted electronically in **one** PDF file to **hiring@cupe3913.on.ca**.

We will not accept any paper applications or files that do not meet these specifications. This email address will not be monitored for questions.

CUPE Local 3913 is an equal opportunity employer. We value diversity and encourage applications from all qualified individuals.

Posted: July 7th, 2017