

ANNOUNCEMENT OF VACANCY

Director of Legal Affairs

The Professional Staff Congress, AFT Local 2334, is a progressive, activist union representing 30,000 faculty and staff at the City University of New York and the CUNY Research Foundation. The PSC provides a collaborative, supportive environment to drive progressive change in the context of the nation's largest urban public university. The PSC is seeking to hire an attorney to direct our Legal Department; lead the union's legal strategy; handle disciplinary proceedings, arbitrations, and proceedings before relevant agencies; and coordinate legal issues related to internal union governance.

EXEMPT/NON-EXEMPT: Exempt, Unionized, Professional Bargaining Unit

FULL TIME/PART TIME: Full Time

REPORTS TO: Executive Director

Summary of Responsibilities:

- Advises the Officers, Executive Director and union staff on issues related to contract enforcement, collective bargaining, internal governance, and the legal affairs of the union
- In consultation with Officers and Executive Director, develops and carries out a legal strategy which aligns with the union's overall strategic vision and goals
- Supervises and mentors Coordinator of Legal Affairs, and co-supervises Administrative Associate
- Represents instructional staff charged with disciplinary infractions
- Represents union at arbitration of contract grievances
- Represents union in proceedings before relevant federal, state and local agencies
- Coordinates on legal matters with outside counsel and state and national affiliates
- Coordinates with and advises Contract Enforcement Director and staff
- Responds to inquiries from union chapter officers, grievance counselors and members regarding contract enforcement and disciplinary issues
- Leads special projects

Qualifications:

- Admitted to the New York State Bar
- Demonstrated commitment to progressive trade unionism and social justice
- Uncommonly strong written and spoken language skills; excellent organizational skills
- Demonstrated ability to exercise excellent judgment in handling confidential material and to work with and relate to others
- J.D. from an accredited law school
- Excellent research, writing, and analytical skills
- Strong oral advocacy and communication skills

Experience Requirements:

- 6+ years' experience in labor law

Compensation:

Salary: \$132,000 + depending on experience. Comprehensive benefit package

The PSC supports justice and equity for all people facing oppression and exclusion. We particularly encourage women and people of color to apply for this position.

Application deadline: March 8, 2024, at 5PM

Send cover letter, resume and legal writing sample to:

Denise Poché Jetter, Director of Human Resources and Operations, dpjetter@pscmail.org