

## **Announcement of Vacancy: Contract Enforcement Professional**

**The Professional Staff Congress, AFT (American Federation of Teachers) (American Federation of Teachers) Local 2334**, is a progressive, activist union representing 30,000 faculty and staff at The City University of New York. The PSC (Professional Staff Congress) 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 experienced individual who will increase the union's effectiveness in contract enforcement, building the power and agency of the PSC and the diverse instructional staff we represent.

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

**FULL TIME/PART TIME:** Full Time

**Responsibilities:** With some latitude for independent decision-making under the direction of the Director of Contract Enforcement, administers the collective bargaining agreements for the instructional staff represented by PSC and implements policies and procedures related to contract enforcement, including the grievance process:

- Investigates, prepares, and presents grievances at step one and step two; negotiates settlement agreements with CUNY (City University of New York) management representatives.
- Works with chapter leadership and PSC staff colleagues on contract enforcement and labor-management issues affecting faculty and professional staff and to implement strategies to resolve complex and cross-campus contractual issues.
- Works with Director of Contract Enforcement and Data Systems Coordinator to update Departmental systems of follow up on member inquiries, workplace issues and grievances with staff and member grievance counselors, including digital reporting, and maintains effective individual follow-up system.
- Mentors and oversees member campus grievance representatives in responding to member inquiries, building worksite participation, educating, and organizing around contractual rights and grievances, and using electronic databases.
- Assists with implementing grievance counselor training.
- Researches, analyzes, and prepares reports on contract enforcement issues.
- Other duties as assigned.

**Qualifications:**

- Demonstrated commitment to progressive, multi-racial trade unionism.
- 2-7 years' experience or more as a union grievance representative or union-side labor lawyer and demonstrated ability to interpret and administer collective bargaining agreements; experience in higher education and in negotiating grievance settlement agreements is a plus.
- Demonstrated experience working with union staff and activists.
- Demonstrated organizing experience and ability to work in a team environment.
- Experience developing and implementing data systems to enhance team effectiveness.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Experience communicating and working with a diverse constituency.

**Education & Experience Requirements:**

- Baccalaureate: a more advanced degree in labor and industrial relations or law is a plus.
- At least 3-8 years' experience in higher education or public sector labor relations,
- Knowledge of standard office computer software.

**Compensation:** Salary range \$77,000-\$105,000, depending on experience; outstanding benefits package

**PHYSICAL REQUIREMENTS:** General mobility in office areas. Ability to operate data processing and other office equipment. Prolonged periods sitting or standing at a desk and working on a computer,

**SCHEDULE:** On site most workdays.

*PSC supports justice and equity for people facing oppression and exclusion. We particularly encourage people of color, women, people with disabilities, and non-binary or transgender people to apply for this position.*

**Application deadline:** March 29, or until position filled.

Send cover letter and resume via email only to: Denise Poché-Jetter, Director of Human Resources and Operations, Professional Staff Congress, [DPJetter@pscmail.org](mailto:DPJetter@pscmail.org).

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