



Jordan UniServ
875 East 5180 South, Suite #2
Murray, UT 84107
Phone: 801-262-2449

Announcement of Position Vacancy

UniServ Director

Date of Posting: May 5, 2021
Date of Closing: May 26, 2021
Anticipated Employment Date: June 28, 2021

Unit Description

The Jordan UniServ is a suburban unit, including two local associations, located in the southern end of the Salt Lake Valley. The Jordan UniServ has a membership of about 2000 with a potential total of 3800. Both local associations recognize that membership recruitment and retention are critical. Due to the population size of this unit, political action involvement can be significant. This unit includes 12 state House members and five state Senators.

The Jordan UniServ is a local option unit and owns its office space, which is located in the same building as the Utah Education Association. The office is in a suburb of beautiful Salt Lake City, which is surrounded by majestic mountains and offers a wide variety of cultural events and recreational opportunities.

In addition to the posted vacancy, the Jordan UniServ employs one administrative assistant and another UniServ Director, who support one half-time release local president and one local president with no release time.

General Qualifications

- Bachelor's degree minimum and/or equivalent work experience
- Experience in Association work – local/state elected or appointed positions, staff experience preferred
- Experience in public education system and/or in an advocacy role
- Skills in advocacy and representation with knowledge of educator rights and responsibilities
- Ability to build relationships with members and a willingness to actively be in schools
- Ability to build collaborative relationships with internal and external partners
- Experience with membership recruitment and retention
- Proven effectiveness in identifying basic issues and developing solutions
- Knowledge of the political process as it relates to educators and public education
- Effective written and oral communication skills
- Technology literate

- Strong personal characteristics such as the ability to prioritize and manage workload; self-directed in task completion; enthusiastic and willing to work some evenings and weekends
- Basic knowledge of accounting systems and budgeting

General Duties and Responsibilities

The UniServ Director is employed by and works under the direction of the Jordan UniServ Council. The Director assists in effectively managing the UniServ, including the two local associations, through the following means:

- Assist members with advocacy in the work environment and possible grievance issues, including development of plans of assistance for educator remediation
- Provide consultation and representation in bargaining
- Arrange for and provide specialized training and research data needed for the Jordan UniServ on topics such as membership recruitment, bargaining team skills, understanding and implementing policy, etc.
- Create and provide professional development for adult learners on current statewide education issues
- Prepare and present appropriate information at grievance and termination hearings at the school district level
- Participate in staff meetings and staff training activities
- Job requires some early morning, evening, and occasional weekend work
- Able to lift and carry 25 pounds
- Perform other duties assigned by the Jordan UniServ Council

Salary and Benefits

Salary based on qualifications, experience, and the current local staff contract. Comprehensive contract includes a complete health insurance package, retirement benefits, and vacation and sick leave.

Application

Send a letter of interest, a resume detailing essential qualifications, and three confidential letters of recommendation to:

Jennifer Boehme
Jordan UniServ
875 East 5180 South, Suite #2
Murray, UT 84107
801-262-2449
Jennifer.boehme@myuea.org

Jordan UniServ is an Equal Opportunity Affirmative Action Employer