



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

## **Announcement of Position Vacancy**

### **UniServ Director**

Date of Posting: Thursday, November 18, 2021

Date of Closing: Friday, December 31, 2021 or until filled

### **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. UniServ directors report directly to the seven member Jordan UniServ Council and the Council President.

### **General Qualifications**

- Bachelor's degree minimum and/or equivalent work experience
- Experience in Association work – local/state elected positions, appointed positions, or 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
- Experience in managing other employees, including evaluating and coaching
- Effective written and oral communication skills with the expectation that correspondence will be addressed in a timely manner
- Proficient technology skills including but not limited to: Microsoft Office Suites (Word, Excel, Publisher, and Outlook), and Google Workspace (Docs, Sheets, Slides, Drive)
- 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
- Strong knowledge of budgeting and understanding of accounting systems
- Strategic thinking skills with the ability to analyze benefits and risks of proposals or plans and be able to implement them through to completion
- Willingness to be at school sites on a regular basis for member meetings, problem solving, and advocacy
- Willingness to learn and receive feedback

### **General Duties and Responsibilities**

The two UniServ Directors are employed by, evaluated by, and work under the direction of the Jordan UniServ Council. The UniServ Directors will effectively manage the UniServ, including the two local associations, through the following means:

- Oversee all financial aspects of the Jordan UniServ
- Oversee administrative assistant
- Coordinate the work within the locals and the UniServ
- Become familiar with and understand Canyons School District and Jordan School District Policies related to licensed employees
- Assist members with advocacy in the work environment and possible grievance issues, including development of plans of assistance for educator remediation
- Provide consultation and support during 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.
- Facilitate the creation and provision of professional development/training for members
- Prepare and present appropriate information at grievance and termination hearings at the school district level
- Available for the occasional early morning, evening, and weekend work
- Able to lift and carry 25 pounds
- Must have reliable transportation
- Attend CEA, JEA, UniServ and UEA meetings and events
- Participate in UEA staff meetings/training activities and NEA trainings as required
- 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, vacation, and sick leave.

## **Application**

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

Kelly Giffen, UniServ President Jordan UniServ  
875 East 5180 South, Suite #2  
Murray, UT 84107  
801-262-2449  
[kelly.giffen@myuea.org](mailto:kelly.giffen@myuea.org)

**Jordan UniServ is an Equal Opportunity Affirmative Action Employer**