



**Date:** December 21, 2021

**Position Title:** Executive Assistant

**Position Type:** Salaried full-time position (with three-month probation)

**Employer:** Lakehead University Faculty Association, 955 Oliver Road, Thunder Bay, Ontario, Canada.

**Application Deadline:** January 21, 2022

**Position Start Date:** February 15, 2022.

**Reports to:** President, Lakehead University Faculty Association (LUFA)

The Lakehead University Faculty Association (LUFA) represents over 400 faculty, librarian, and contract lecturer members at Lakehead University campuses in Thunder Bay, and Orillia, Ontario, Canada. LUFA values the diversity that all university community members bring to the learning and research environment. It also encourages the exchange of ideas and expression of a variety of perspectives; however, respect for others, human dignity, and the freedom of others are essential when these views are expressed. LUFA promotes the professional interests of its members, protects academic freedom and tenure. LUFA monitors conditions of employment of its members and through negotiations with the Board of Governors of Lakehead University seeks to obtain and preserve adequate conditions of salary, financial security and employment. LUFA is governed by an elected Executive Council and is currently supported by one Administrative Assistant. LUFA is a member of the Ontario Confederation of University Faculty Associations (OCUFA) and the Canadian Association of University Teachers (CAUT). Please visit <https://lufa.org/> for more information.

### **Position Summary:**

Reporting to the President of the Association, the Executive Assistant will be responsible for communicating with and supporting Association members and their leadership. The Executive Assistant will work in a consultative partnership with elected leadership to further the goals of the Association and enhance the services rendered by the Association to its members. The Executive Assistant, on behalf of the Association will interact with University Departments such as Human Resources (advising and representing members in all aspects of day-to-day labour relations issues), the Office of Human Rights and Equity as well as other employee groups on campus. The Executive Assistant will support the work of the Faculty Association, specifically in the areas of membership communications, and provide administrative support for grievances and collective bargaining.

The Executive Assistant is responsible for:

- **Communication**

- i. Membership communications through email, newsletter and the LUFA website.
- ii. Assisting in organizing regular membership engagement sessions, taking notes in the Senate meetings, BoGs meetings, and meetings related to Bargaining, and
- iii. Developing communications material for dissemination to the membership.

- **Grievance**

- i. Representing members in all aspects of day-to-day labour relations issues;
- ii. Interpreting the Collective Agreement, the Ontario Human Rights Code, the Accessibility for Ontarians with Disability Act, and other legislations and policies;
- iii. Participating in Grievance meetings along with a Grievance Officer and taking notes;
- iv. Supporting the Chief Grievance Officer on various issues related to Labour Relations, Human Rights, Academic Freedom etc.;

- **Negotiation**

- i. Maintaining a record of Collective Agreement changes that result from Joint Committee for Administering Collective Agreement meetings, changes to University policies, changes to laws and regulations, and other pertinent sources, for the use of the Executive and Negotiating Team;
- ii. Monitoring compliance with the Collective Agreement in PTR and hiring process;
- iii. Assisting the Negotiating Team by doing preliminary research on topics of members' interest;
- iv. helping to draft/review the proposal during Bargaining;
- v. Developing communications for the membership after each Bargaining session and attend members' engagement sessions.

## **Qualifications**

The successful candidate will have a post-secondary degree with demonstrated success in providing administrative support for a member-driven union or professional association, and has:

- i. Experience in labour relations in the post-secondary sector;



- ii. Experience in interpreting collective agreements, and with collective bargaining and grievance processes.
- iii. At least three years of recent and relevant experience in a comparable environment;
- iv. Experience as a project and/or team leader and a record of success in motivating and collaborating with others to achieve goals and objectives;
- v. Knowledge of applicable legislation such as Employment Standards Act, Labour Relations Act, Human Rights Code, Occupational Health and Safety Act;
- vi. Demonstrated interpersonal and problem solving-skills

### **Compensation**

- i. Salary will be commensurate with experience and education.
- ii. Other terms and conditions will be discussed with the successful applicant.

**To Apply:** Applicants should submit a cover letter, writing sample (e.g., press release or newsletter) and résumé by email to **Gautam Das, LUFA President @ [gdas@lakeheadu.ca](mailto:gdas@lakeheadu.ca)**. The deadline for application is **January 21, 2022**.