Membership Services Officer (Labour Relations)

The UBC Faculty Association is a trade union representing over 3,400 Faculty Members, Program Directors and Librarians at the University of British Columbia. We are searching for a Membership Services Officer (MSO) with experience and expertise in labour relations.

Reporting to the Executive Director, the Membership Services Officer’s responsibilities are to:

- Provide information and assistance to members regarding issues relevant to their terms & conditions of employment under the Collective Agreement and UBC Policies
- Negotiate and resolve individual member grievances with the University in consultation with the Faculty Association’s Member Services and Grievance Committee
- Work with the Association’s legal counsel to prepare for arbitration hearings and other litigation proceedings
- Support, advise and consult with Association committees on matters of importance to Association members
- Assist with and support the collective bargaining process
- Assist with drafting responses to University policies
- Draft official Association correspondence, prepare written reports and newsletter articles
- Attend and participate in meetings with the University, other campus employee groups and partner organizations

Some travel and irregular hours will be required to perform these responsibilities.

Education, skills, knowledge and experience required of an MSO include:

- University degree, strong preference for graduate degree and strong knowledge of the university environment
- Experience in labour relations, solid understanding of collective agreements, employment benefits and labour legislation
- Excellent interpersonal, communication and advocacy skills
- Ability to take initiative and exercise good judgment; ability to work autonomously and collaboratively as part of a team
- Proven ability to manage a varied workload
- Commitment to fostering positive working relationships within the University community

This is a permanent, full-time position. The MSO position is part of BCUWU. Salary will be commensurate with the Collective Agreement.

Please submit a cover letter and resume to:

Deena Rubuliak  
Executive Director  
UBC Faculty Association  
112 – 1924 West Mall  
Vancouver, B.C. V6T 1Z2  
Or by email to: faculty.association@ubc.ca  Or by fax to: 604.222.0174

Deadline for Application: Friday, June 4, 2021

We thank you in advance for your interest. Only candidates considered for an interview will be contacted. For more information regarding the Faculty Association, please visit www.facultyassociation.ubc.ca.