

### **Membership Services Officer (Labour Relations)**

Originally founded as a professional association in 1920 and voluntarily recognized as a labour union in 2000, the UBC Faculty Association is the exclusive bargaining agent for more than 3800 Faculty Members, Librarians and Archivists, and Program Directors at the University of British Columbia's Point Grey and Kelowna Campuses. We are expanding our team, and searching for individuals familiar with and committed to working in a unionized environment.

As a Membership Services Officer, you will be part of a close, dynamic, and collaborative team dedicated to promoting the interests of members by identifying and seeking resolution to issues in the workplace, providing daily service and support, and endeavoring to improve the working conditions with the University. Together with a university degree (graduate preferred) in a related field, your qualifications include a background in labour relations and experience in a post-secondary education environment.

Reporting to the Executive Director, your specific responsibilities will include:

- Providing information and assistance to members on issues relevant to their terms and conditions of employment under the Collective Agreement and UBC Policies
- Negotiating and resolving member queries and grievances with the University
- Supporting various FA committees on matters arising from work with members
- Assisting with preparation for arbitration hearings and other litigation proceedings
- Supporting the collective bargaining process
- Contributing to FA responses regarding the development of University policies
- Drafting official Association correspondence and reports and any other written material as required
- Participating in meetings with the University, other campus employee groups, and partner organizations

Occasional travel and some irregular hours may be required in this role.

Your qualifications include:

- A university degree, preferably at the graduate level, and strong knowledge of the university environment
- Experience in labour relations as well as a solid understanding of collective agreements, employment benefits, and labour legislation
- Excellent interpersonal, communication, and advocacy skills
- The ability to take initiative and exercise good judgment as well as to work autonomously and collaboratively as part of a team
- Proven capability to manage a challenging and diverse workload
- A commitment to fostering positive working relationships within the University community

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

**Please submit your application to:**

Deena Rubuliak  
Executive Director  
UBC Faculty Association  
112 – 1924 West Mall  
Vancouver, B.C. V6T 1Z2  
Email: [faculty.association@ubc.ca](mailto:faculty.association@ubc.ca)

**Closing date: March 27, at 4:00 pm.**

*We are grateful to live and work on the traditional, ancestral, and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Watuth), and Skwxwú7mesh (Squamish) Nations, and in the Okanagan, the unceded territory of the Syilx Okanagan Nation.*

*Thank you in advance for your interest. The UBCFA is committed to the values of equity, diversity, inclusion and human rights and invites applications from members of groups with historical and/or current barriers to equity.*

*Please note that only those candidates considered for an interview will be contacted. For more information regarding the Faculty Association, please visit [www.facultyassociation.ubc.ca](http://www.facultyassociation.ubc.ca).*