

2017-2018

Dear Candidate:

The Maryland State Education Association is seeking applicants for the Association's UniServ Employment Pool. Only individuals accepted into the UniServ Employment Pool will be considered for full-time positions as UniServ Organizers/Field Service Representatives. Thus, individuals who want to be considered for UniServ employment with MSEA must make application through the UniServ Pool procedures. We are currently accepting applications for the UniServ Pool; however, to be considered for the first round of interviews. **The Pool will remain open until all of the UniServ Pool openings are filled.**

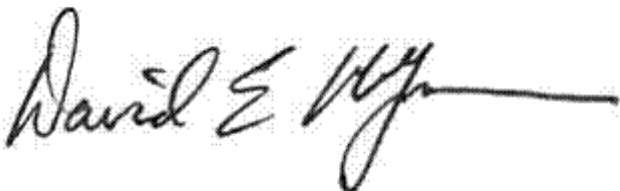
Attached is an application form that we are circulating throughout the country. Please forward a copy of your resume along with this application form. *All applications must be typewritten.* We are making a special effort to secure qualified women and ethnic minority candidates for admission to the UniServ Employment Pool.

If you are interested in applying or know of individuals who may be interested in employment as an MSEA UniServ Organizer/Field Service Representative, I urge you to apply or pass this communication on to all interested parties who you believe would be interested in employment with MSEA. The salary range is \$74,494 – \$126,938.

If you have questions concerning the application procedures, I urge you to contact my office. If I am unavailable, please speak to Assistant Executive Director Cathy Perry who is fully knowledgeable concerning this opportunity.

I hope you will assist us in this effort. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "David E. Helfman", followed by a horizontal line extending to the right.

David E. Helfman
Executive Director

PROGRAM: Center for Affiliates and Advocacy

POSITION TITLE: UniServ Director/Organizer

AUTHORITY AND RELATIONSHIPS: Reports to Designated Manager

QUALIFICATIONS:

- Undergraduate or graduate training in labor relations or equivalent job experience in a related field;
- Experience working with teachers, education support personnel, or public sector labor relations law and issues;
- Experience in, negotiations, grievance processing, public relations, community organizing, political action, school finance, and education reform issues.
- Demonstrated ability to exercise independent and expert judgment, initiative and resourcefulness;
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action, and initiate to implement corrective action.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy;
- Experience in developing, motivating, training and maintaining cadres of volunteers and activists;
- Demonstrated ability to work independently within the Association, with affiliates and outside organizations/agencies important to the accomplishment of Association goals;
- Demonstrated ability to interact effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations;
- Demonstrated ability to influence, interrogate, motivate or lead persons or groups in gaining compliance with Association objectives by persuasion or negotiation;
- Demonstrated ability to work with some confidential data of major importance and maintain confidentiality;
- Demonstrated experience in coordinating labor union organizing and/or community organizing;
- Broad understanding of critical issues and problems facing education employees and their organizations;
- Proficiency in verbal and written communication;
- Has or is able to obtain and maintain a valid driver's license.

DESIRABLE ADDITIONAL QUALIFICATIONS:

- Baccalaureate Degree;

RESPONSIBILITIES:

- Promotes and works for the implementation of and adherence to the policies and programs adopted by MSEA/NEA;
- Serves as chief negotiator or consultant in negotiations for assigned county(ies);
- Coordinates and trains member advocates.
- Facilitates problem solving and resolves disputes concerning the member workplace;
- Responsible for gathering, compilation and analysis of information relative to negotiations preparation and contract settlements;
- Develops new research, as needed, including but not limited to the utilization of data bases provided locals affiliates by MSEA and NEA;
- Attends meetings of local association governing boards in an advisory capacity;
- Proposes activities, programs, and objectives to local affiliate(s) consistent with the Association's mission;
- Assists local affiliate(s) in the construction of the local affiliate budgets and office operations, as requested;
- Plans, participates in, and serves as trainer for Association programs and local affiliate leadership development activities;
- Assists local affiliates in public relations, including but not limited to the editing of local affiliate publications;
- Provides counsel, advice, and representation to individuals and members in local affiliates including the processing of formal grievances;
- Assists affiliate(s) with the enforcement of the collective bargaining agreement; assists individual members with problems relating to working conditions in assigned county(ies);
- Represents affiliates at board of education and other public meetings, as requested;
- Coordinates legislative and political activities at the local level;
- Promotes member involvement in the local, state, and national Associations and assists in the development and implementation of membership promotion and retention activities;
- Works with state and local committees as assigned;
- Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Performs other duties as assigned.

ASSIGNMENT: As vacancies occur

MSEA UniServ Employment Pool Application Procedures and Release Form

The UniServ program is an integral cornerstone of MSEA's organizational structure and success. In order to meet the Association's UniServ staff and program objectives, MSEA has established a UniServ Employment Pool. MSEA's UniServ Employment Pool is a mechanism to ensure a quality UniServ staff in Maryland. MSEA's UniServ Employment Pool ensures that the hiring of UniServ staff is consistent, adheres to all affirmative action guidelines, and operates to select the best candidates for positions.

General Instructions

- Complete attached MSEA UniServ Employment Pool Application form. Complete all items clearly and legibly (please type).
- If selected for an interview, you will be notified by telephone. If you are not selected for an interview, you will be notified by mail.
- If accepted into the pool, you will be given an opportunity to update your profile. In the interim, should your qualifications change significantly or if basic information such as address or telephone number change, it is your responsibility to notify this office immediately in writing.
- If accepted into the pool, you must notify MSEA of your intent to remain in the pool for the second year. Notification must be received no later than the anniversary of your initial entry date into the pool. Upon receipt of your completed application, a copy of this document (MSEA UniServ Employment Pool Application Procedures and Release Form) will be sent to you with a written notification acknowledging receipt of your application.
- If accepted into the MSEA UniServ Employment Pool and subsequently employed by another organization, you should notify MSEA immediately in writing if you wish your name removed from the MSEA UniServ Employment Pool.

I understand that MSEA accepts no liability and offers no assurance of employment. The responsibility for accuracy in submitting and maintaining this information on file is solely mine. I hereby give permission to MSEA to place my name on file and make information on my application available upon request to those NEA affiliates seeking to fill vacant staff positions.

Signature _____

Date _____

Fax or mail the application, a letter of intent, and this form to:

David E. Helfman, Executive Director
Maryland State Education Association
140 Main St.
Annapolis, Maryland 21401
Fax: (410) 280-9070

Maryland State Education Association

Human Resources

140 Main Street

Annapolis, Maryland 21401

www.marylandeducators.org/careers-msea



EMPLOYMENT APPLICATION

MSEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES ALL PERSONS INCLUDING MINORITIES, WOMEN, AND INDIVIDUALS WITH DISABILITIES TO APPLY.

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Maryland State Education Association Employment Application

Position Title

Name	First	Middle	Last
Address			Home Telephone Number
City, State, Zip			Office Telephone Number
E-mail Address			Cell Number:
If you are known to schools or references by another name, please give name			
When are you available to start?			
Have you ever worked for the MSEA?			If so, when?
How did you learn about this vacancy?			
Are you legally eligible to work in the U.S.? <i>(Verification will be required upon hire)</i>			

EDUCATION

	Name & Location	Major Field of Study	Specify Diploma, Degree, or Certificate received
High School			
Certified Technical/ Occupation Specific Training			
College or University			
Post Graduate Study			

Other (including military)			
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**NOTE: An official transcript of the highest degree conferred may be required, if selected.*

ADDITIONAL DATA:

If appropriate to the position for which you are applying, please complete the following:

Operating Systems

Application Systems

Networks

Software used

Other equipment operated (if applicable)

Typing/Keyboard speed	words per minute	Note taking speed	words per minute
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Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application. Use additional sheets, if needed.

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COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.

EXPERIENCE: (Begin with most recent position.)

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason Leaving	for				
Duties					
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason Leaving	for				
Duties					
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	

Reason Leaving	for	
Duties		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer	Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title
Name and Title of Supervisor			Telephone Number
Reason Leaving	for		
Duties			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Employer	Dates of Employment From: To:		Salary Start:
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Name and Title of Supervisor			Telephone Number
Reason Leaving	for		
Duties			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Employer	Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title
Name and Title of Supervisor			Telephone Number

Reason Leaving	for	
Duties		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

(Use additional sheets if necessary)