

ALABAMA EDUCATION ASSOCIATION

UniServ Staff Vacancy

Staff Posting - UD 12

Title

UniServ Director

Position Available

UniServ District 12 (Alabama School of Fine Arts, Bessemer, Birmingham, Fairfield, Midfield, Tarrant, DYS/Vacca and Lawson – All Campuses)

Qualifications

- Bachelor's degree
- Ability to develop and implement/coordinate an effective membership recruitment and retention program
- Ability to work independently and in a collaborative/team environment
- Effective consulting, training and presentation skills
- Strong problem solving and conflict resolution skills
- Good written and verbal communication skills
- Good organizing skills
- Ability to relate to and work well with people
- Interest in and ability to become involved in legislative and political action activities
- Basic understanding in the use of computer software programs such as word processing, spreadsheets and data base applications
- A valid Alabama Driver's License

General Duties

- To provide leadership and assistance for the local association(s) which comprise the UniServ District
- To advance the programs and promote the goals of the local associations, the AEA, and the NEA consistent with applicable policy

Residence

- Must be willing to reside in the district to be served

Accountability

- Employee will function under policies adopted by the AEA Board of Directors and will be accountable to AEA executive officers and administrative staff

Physical Requirements

- This is largely a sedentary position that requires the ability to speak, hear, see and lift small objects up to 20 pounds. The position requires the ability to travel locally, regionally and nationally.

Salary

- Salary as per established negotiated agreement

Fringe Benefits

- Annual Leave
- Sick leave
- Retirement same as public school employees
- Holidays, including a week for Christmas
- Medical insurance and a contribution toward dental and vision insurance
- Accidental death insurance coverage while on Association business

Application Deadline

- Until position is filled

For Application and Further Information Contact:

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