

ALABAMA EDUCATION ASSOCIATION
UniServ Staff Vacancy
Staff Posting

Title

UniServ Director

Position Available

UniServ District 28 (Jefferson County, Leeds City, Pell City, St. Clair County, Trussville City and University of Alabama-Birmingham)

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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