

COLLECTIVE BARGAINING SERVICE SUPPORT

Full-time Limited Term Appointment

Category: Administrative Assistant

Base Salary: \$48,060.00 per annum

35 hours per week

Position Summary:

This position administratively supports the work of collective bargaining services provided by CUASA. The primary function of the Collective Bargaining Service Support person is to provide support services to collective bargaining. The CBSS shall be responsible for the records management of Collective Bargaining and support the work of the Member Services and Communications Officer (MSCO) and CUASA's Chief Negotiator, while in negotiations.

Collective Bargaining Services Support

Reporting line: Reports directly to the President, normally via the Executive Director and is responsive to the Chief Negotiator during the collective bargaining process.

The CBSS duties are:

- a) Receiving and preserving all negotiating records and other documents in collaboration with the Member Services and Communications Officer (MSCO).
- b) Providing coverage during negotiations for taking minutes of meetings in the MSCO's absence.
- c) Any other administrative duties to support the Chief Negotiator not already performed by the MSCO.

Qualifications:

Post-secondary education in a related field of Study

A combination of two (2) of the following three (3) areas:

1. Experience in bargaining
2. Experience in mobilization support
3. Experience in record keeping

The Carleton University Academic Staff Association is an equal opportunity employer. Members of equity-seeking groups are encouraged to self-identify. Women, workers of colour, workers with disabilities, gay, lesbian, bisexual, queer and transgender workers and Aboriginal workers are encouraged to apply for this position.