

# Assistant Contract Manager

United Academics is a faculty union representing 1,000+ full-time faculty across 16 campuses of the University of Alaska system. The assistant contract manager is full-time and reports to the President of United Academics and is one of the points of contact for union members and the University of Alaska's Labor and Employee Engagement team. This position provides administrative support for the day-to-day operations of United Academics, the Contract Manager, and union committees.

## Responsibilities:

Duties will also include providing assistance and counsel to members on the collective bargaining agreement (CBA), communicating with union members, the UNAC Executive Board, the UNAC Representative Assembly, university administrators (e.g., UAA/UAF/UAS/Statewide), Board of Regents, HR staff, labor affiliates, and elected state officials, coordinating travel arrangements for our members engaged in all union business, and other activities and projects as needed.

## Location:

- This position will be located in Anchorage or Fairbanks, where UNAC has offices.

## Minimum Qualifications:

- Bachelor's degree and 2-year related professional-level experience (e.g., office management, business administration, labor relations, human resources, paralegal, contract compliance, education) or additional business experience in lieu of degree.
- Demonstrated ability to maintain highest levels of integrity and strict confidentiality of restricted information.
- Office administrative skills related to file management, time management, and follow-up.
- Experience working effectively with others and with minimal supervision.
- Effective communicator, both verbally and in writing.
- Demonstrated skills necessary to conduct effective business operations, including proficiency in Microsoft Office (e.g., Word, Excel, PowerPoint).
- Willingness to travel within Alaska for UNAC business, and as needed outside of the state for professional conferences and other related activities.

## Preferred Qualifications:

- Fluency with current human resource management practices related to employment law, EEO, diversity and inclusion, compensation, and/or benefits administration.
- Experience with public sector unions, higher education labor relations, or human resources.
- Experience with grievances, employee investigations, and employment-related litigation.
- Knowledge of applicable federal and state labor laws and practices.
- Knowledge of the National Labor Relations Board and related standards/requirements.

- Prior experience or familiarity with the American Association of University Professors (AAUP) and/or the American Federation of Teachers (AFT).
- Familiarity with the College and University Professional Association for Human Resources (CUPA), methodology for compensation surveys, and comprehension of salary data.
- Knowledge of University of Alaska Board of Regents regulations, policies and practices.
- Proven ability to effectively provide information in an individual or group presentation.
- Familiarity with Google Drive, Constant Contact, VoteNet, and/or WordPress.

Special Instructions to Applicants:

- Please include the following:
  - a current resume
  - a letter that explains your experience in the context of this position
  - hourly pay requirements
  - names and contact information for three professional references
- Review of applications will begin immediately and continue until the position is filled; posting will be closed when an adequate number of qualified applications are received.

Benefits:

- Health insurance stipend
- Paid time off
- Professional development assistance
- Retirement contributions

Schedule:

- 40 hours per week - Monday to Friday (occasional weekends to support union meetings)

Work Remotely:

- Temporarily due to COVID-19

COVID-19 Precaution(s):

- Remote interview process
- Social distancing guidelines in place
- Virtual meetings