

## **EXECUTIVE DIRECTOR**

The University of Lethbridge Faculty Association (ULFA) is seeking to hire a full-time, continuing position for an Executive Director. The successful applicant will have duties related to all labour relations matters arising from grievance and collective bargaining.

ULFA is the exclusive bargaining agent for 600 academic staff members at the University of Lethbridge. More information about ULFA can be found on the website at [www.ulfa.ca](http://www.ulfa.ca).

Position Title: Executive Director

Employment Definition: Permanent, full-time position (following 12 month probation)

Compensation: \$85, 000 to \$110, 000 FTE, based on experience, plus comprehensive benefits package.

### Knowledge, Skills, & Abilities

1. Demonstrates a working knowledge of labour laws, grievance and collective bargaining processes;
2. Demonstrates a good understanding of post-secondary labour relations environment;
3. Demonstrates strength and insight in dealing with constitutions, bylaws, and policies;
4. Supports the direction and initiatives of the elected body of ULFA;
5. Possesses an ability to work effectively with elected ULFA officers;
6. Is politically sensitive in dealing with the diverse membership of the Association, the University delegates, and external contacts;
7. Has previous experience in senior positions with proven leadership skills, such as a senior position in a non-profit organization;
8. Encourages collaborative working environment;
9. Possesses strong communication skills;
10. Possesses business acumen and solid organizational skills.

### Summary of Responsibilities:

1. Responsible to the governing body of ULFA through the President;
2. Responsible for the supervision of office staff;
3. Responsible for all aspects of office administration and management;
4. Responsible for providing professional resource and support to governing body;
5. Responsible for scheduling and organization meetings, elections, and events;
6. Responsible for researching information integral to the functioning of the organization and its collective bargaining procedures;
7. Responsible for processing, filing, and maintaining confidential records.

Qualifications:

1. Experience preferred in labour relations, legal environments, collective bargaining and grievance handling, or related fields;
2. Professional training or adequate relevant experience working within a constitution and bylaws framework;
3. Strong interpersonal skills, excellent oral and written communication skills, the ability to exercise tact, judgement and diplomacy, and a high regard for confidentiality;
4. Excellent organizational, analytical, and planning skills;
5. Work independently with minimal supervision;
6. Minimum undergraduate degree required.

Application Deadline: April 15th, or until position is filled.

Start Date: Flexible upon availability of the successful candidate

To Apply: Please submit your application with resume and names of three references to:

Dr. Jon Doan, P.Eng.  
ULFA President  
jon.doan@uleth.ca

*ULFA acknowledges that the land on which we typically gather is the traditional territory of the Siksikaitisitapi (Blackfoot).*

*ULFA is committed to the principle of employment equity, is an equal opportunity employer, and welcomes diversity in the workplace.*