Job Posting: Associate Union Officer

Organization: Acadia University Faculty Association (AUFA)

Location: Wolfville, NS (in-person with possibilities for hybrid)

Position Type: Two Part-time (17.5 hours per week) or one full-time (35 hours per week) if qualifications allow

Position Duration: Permanent (one year probationary)

Compensation: $30.00 – $40.00 per hour (depending on experience)

Application Deadline: Review of applications will begin November 13. Applications will be accepted until December 1.

About AUFA

The Acadia University Faculty Association (AUFA) is the trade union which represents full- and part-time faculty, librarians, archivists, instructors, lecteurs/lectrices, and PAD lecturers at Acadia University. AUFA is committed to protecting the working conditions of its members and the right to bargain for fair wages and benefits.

Position Overview

AUFA is seeking detail-oriented, analytical, and proactive individuals to join our team in the role of **Associate Union Officer**.

Working closely with the primary Union Officer, Executive Board, and AUFA Committees, these positions play a critical role in maintaining data integrity, monitoring Collective Agreement compliance, supporting collective bargaining, supporting the grievance process, and enhancing membership communication and engagement.

Applicants do not need to meet *all* the qualifications and competencies listed below. Candidates with qualifications in many or most of the listed areas are encouraged to apply. The specific division of tasks and responsibilities between these two positions (or their amalgamation into one position) will be based on the specific skills and qualifications of the candidates and will be determined in consultation with qualified candidates. Given the breadth of job responsibilities, skills training and other professional development opportunities will also be offered. These are part-time positions of **17.5 hours per week** (or

one full-time position if qualifications allow), offering flexible scheduling while accommodating operational needs and committee calendars.

Key Responsibilities may include:

1. Data Analysis, Auditing & Collective Agreement Compliance

- **Employer Data Processing.** Intake, audit, process, and securely file routine and specialized institutional data received from the Employer.
- **Audit & Corrective Action.** Identify discrepancies, omissions, and systemic errors in Employer data (e.g., seniority lists, dues reports, pension credits, benefit allocations) and work with the AUFA Executive Board to initiate appropriate corrective action.
- **Member Advisory Support.** In coordination with the primary Union Officer, consult with individual members regarding data-related queries or discrepancies (e.g., earnings calculations, pension credits, teaching/service records).
- **Bargaining & Committee Support.** Conduct data analyses, model costing scenarios, and prepare summary reports to support the AUFA Negotiating Team and standing committees upon request.

2. Communications & Membership Engagement

- **Association Publications.** Coordinate the editing, formatting, layout, and dissemination of *The Communicator* (AUFA's newsletter) and routine electronic bulletins.
- **Website & Digital Media Management.** Maintain and update the AUFA website content, ensuring information, agreements, and policies are current and accessible. Manage AUFA social media channels and digital outreach.
- **Events & Community Building.** Assist with the logistical planning and implementation of AUFA social events, membership meetings, and workshops.

3. Systems & Administrative Support

- **Data & Records Management.** Maintain, optimize, and organize secure electronic filing and records management systems.

- **Operational & Software Support.** Assist with researching, piloting, and adopting new administrative or support software; assist with verifying documentation and records entry into AUFA databases.
- **Support negotiations and the work of the Association Grievance Committee.** Assist with research, managing files, and record-keeping; field inquiries and communication; participate in meetings; serve as recording secretary during negotiations.

Qualifications & Competencies

Candidates should have some or all of the following:

- **Education.** A completed post-secondary credential (diploma or undergraduate degree) from a recognized institution in any relevant discipline.
- **Relevant Experience.** Background in data management, records administration, labour relations, public/higher education administration, and/or a related field. Prior experience within a unionized or academic environment is an asset.
- **Analytical Skills.** High degree of numeracy, attention to detail, and proficiency with data analysis and spreadsheet tools (e.g., advanced Microsoft Excel or database tools).
- **Communication & Tech Skills:** Strong written communication, copy-editing, and formatting skills. Experience managing websites (e.g., Wordpress) and social media channels.
- **Discretion & Confidentiality.** Demonstrated judgment, diplomacy, and respect for member privacy and sensitive labour relations matters.
- **Interpersonal Skills:** Ability to interact constructively, patiently, and professionally with members, elected union leadership, and external partners.

How to Apply

Interested candidates should submit a **cover letter** and **résumé** outlining relevant experience and the specific responsibilities they are qualified for, along with the names and contact information for 2 or 3 references to:

Jane Longley, Acadia University Faculty Association

Email: jane.longley@acadiau.ca

Subject Line: *Application: Associate Union Officer – Data & Communications*

AUFA is committed to equity, diversity, and inclusion. We encourage applications from all qualified individuals, including members of groups historically excluded from academic institutions and labour organizations.