



Union Officer – Red River College

Reporting to the VP Human Resource Service and Sustainability and under the direction of the MGEU Staff Representative, the Union Officer is actively involved in all employee/labour relations issues at the Red River College. The incumbent will work collaboratively with the Local 73 Executive in the performance of their duties.

Applicants must be from within the MGEU Local 73 bargaining unit membership. The start date for the successful applicant will be arranged by agreement between the MGEU and RRC, and is anticipated to be in spring of 2017.

Responsibilities

- Work with union members and management to joint problem solve issues, including filing grievances and handling grievances for Step 1 and 2 grievances.
- Ensure that the collective agreement is being followed. Ensure all parties understand their roles and responsibilities under the collective agreement and the College Policies.
- Attend and represent members in various meetings. This may include disciplinary meetings, attendance management, return to work, and accommodation meetings.
- Participate as a member in the Joint Job Evaluation Committee (JJEC) and recruit new members to the committee.
- Participate in Labour Management meetings and bring forward membership issues as requested by the Local Executive.
- Participate in investigations and committees as required or requested by the College or the Union.
- Maintain member files for the MGEU.

Qualifications

- Must be a member of MGEU Local 73.
- Union activist experience and “hands-on” experience dealing with members will be considered a strong asset
- Completion of the relevant MGEU member education courses is also considered an asset.
- An undergraduate degree in labour studies or the equivalent education and/or experience is required.
- Must have strong institutional knowledge of the College and the MGEU.
- Able to read and interpret collective agreements and other related legislation and regulations.
- Able to develop and maintain relationships with a wide variety of stakeholders.
- Strong interpersonal skills – verbal and written communication, listening, decision making, problem solving and negotiating skills are a must.
- Able to multitask through managing a workload and prioritize by addressing issues as they arise in a timely fashion.

Please forward resume to humanresources@mgeu.ca by January 13, 2017 at 4:00pm.