

DATE OF POSTING: April 2, 2018

TERMINATION DATE FOR APPLICATIONS: April 13, 2018

POSITION: **STAFF ATTORNEY-ARBITRATION SPECIALIST**

COMPENSATION/BENEFITS: Per MEA-PSA/USO Master Agreement

STAFF RELATIONSHIP: Responsible to Lisa Harrison
General Counsel

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

RESPONSIBILITIES:

The person in this position will primarily handle arbitration hearings, representing local affiliates and the interests of individual grievants as assigned by the General Counsel. The Staff Attorney-Arbitration Specialist may be assigned other types of work at the discretion of the General Counsel.

The specific functions of the Staff Attorney-Arbitration Specialist will be to:

Represent local affiliates and members in:

- Arbitration hearings;
- Administrative agencies, state and federal;
- Courts, state and federal

Serve as a legal consultant to members, local associations, and the MEA staff for rendering oral and written opinions;

Engage in legal research for purposes of advocacy and publication of pamphlets and papers;

Draft briefs, motions, responsive documents, and other legal documents in representation of local affiliates and members;

Review collective bargaining agreements;

Assist the General Counsel in the administration of the representation policies of the MEA;

Track and submit timely and accurate reimbursements through the DLMS System;

Conduct training programs in the law for staff, local leaders and membership;

This position does not have authority to assign cases to the outside law firms of the MEA;

MINIMUM REQUIREMENTS:

A LLB or JD degree from a nationally accredited institution;

Admittance to practice law before the courts in the State of Michigan;

The position requires expertise in the following areas of the practice of law:

- Labor and employment law arbitration;
- Labor law in the public and private sector at the state and federal levels;
- The general practice of labor law especially the enforcement of arbitration awards;
- Appearing in state and federal courts in general legal matters.

Litigation experience before state and federal courts and administrative agencies as well as experience in appellate practice will receive favorable consideration;

Excellent research, writing, and advocacy skills;

Willingness to divorce herself/himself of any other practices of law or other employment other than with the MEA;

Good health, good driving record and a valid driver's license;

Experience as a UniServ Director is preferred.

March, 2015