

**DATE OF POSTING:** February 6, 2019

**TERMINATION DATE FOR APPLICATIONS:** February 19, 2019

**POSITION:** **UNISERV DIRECTOR / 2-A  
Plymouth**

**COMPENSATION/BENEFITS:** Per MEA-PSA/USO Contract

**STAFF RELATIONSHIP:** Responsible to Kevin Marvin  
Mid-Eastern Zone Director

**EMPLOYMENT DATE:** March 13, 2019

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

The UniServ Director shall be selected by and responsible to the UniServ Zone Director and assigned to a Coordinating Council, with the advice and consent of said Council.

The UniServ Director will be responsible for the selection, supervision, and evaluation of the ASO staff (secretaries) in the UniServ area to which the Director is assigned.

As special needs within the service area are identified which require the services of other professional staff, the UniServ Director shall be responsible for:

1. Requesting the services of other staff through the Zone Director;
2. Coordinating the delivery of said staff services to the membership unit.

MEA management recognizes the concurrent obligation of the UniServ Director to be responsive to the Coordinating Council to which they are assigned.

**RESPONSIBILITIES:**

The Director will provide general administrative, representative, and consultative services to the assigned Coordinating Council, and the local association, in accordance with MEA policy and program. These will include, but not be limited to:

1. Contract negotiation and implementation;
2. Leadership training;
3. Budget and program preparation and implementation;
4. Public relations and membership promotion;

**UniServ Director**  
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**RESPONSIBILITIES (continued):**

Build local identification with and participation in MEA and NEA programs;

Act as secretary-treasurer to the Coordinating Council PAC;

With the assistance of the Zone Director, develop personal job performance goals and objectives. Also, with the assistance of the Zone Director, help the Coordinating Council in developing programs, policies, and performance expectations for the UniServ Director position;

Maintain and supervise the UniServ office;

Operate assigned budget allocation within a balanced framework;

Assigned budget allocations shall be changed only after consultation with and approval by the Zone Director;

Represent local associations and individual members in legal and quasi-legal matters. This should include, but not be limited to:

1. Presentation of Tenure and Arbitration cases;
2. Evaluation and recommendation of cases needing the services of attorneys;
3. Keeping alert to Association activities that might lead to problems, i.e., audits, fair representation, filing tax forms, etc.

In cooperation with the local association(s), develop new strategies at the local level for resolving key problem issues for local members;

Provide supportive services to MEA commissions and committees, as assigned through the Zone Director. Further to fill the MEA obligation to the NEA Shared Services Program through arrangements made with the Zone Director;

Perform all other assignments as shall be assigned from time to time by the Zone Director.

**MINIMUM QUALIFICATIONS:**

- At least four or five years of experience in education or relevant fields;
- Master's degree preferred;
- Leadership experience;
- Fluency in oral and written communications;
- Good health; and
- Good driving record and valid driver's license.