



UniServ Pre-Employment Development Summer Training Program 2022

MEA
CENTER FOR
Leadership & Learning

Professional Development Reimagined

MEA UniServ Pre-Employment Development Summer Training Program

The MEA UniServ Pre-Employment Development Summer Training Program will evaluate, counsel and train individuals who are interested in UniServ work. Successful completion of this program does not guarantee employment as a UniServ director, but advice and/or assistance is provided to maximize the participant's career path.

Michigan participants must be committed to actively seek UniServ positions in Michigan. In addition, participants must be available to participate in a variety of training opportunities, accept counseling in preparing resumes, interviewing and, in general, be receptive to accepting the guidance and suggestions of the directors and staff with whom they work.

Participants of the UniServ Pre-Employment Development Summer Training Program training and subsequent designated meetings will receive all appropriate business expenses, including mileage by the Association.

While there is no compensation for participating in the summer training program, all housing, meals and materials will be provided for participants.

The application deadline is 5 p.m. on April 15, 2022.

No late or incomplete applications will be accepted.

Email complete application to:

Kia B. Hagens
khagens@mea.org

If you have questions or need assistance in completing the enclosed application, contact Kia B. Hagens at 800-292-1934.

On-site training location TBD

Dates: June 26 - July 1, 2022

Virtual training dates to be announced.

Eligibility

All MEA/NEA members in good standing, regardless of race or color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran, genetic information, familial status, or sexual orientation are eligible for the UniServ Pre-Employment Development Summer Training Program.

Applicants should:

- Be knowledgeable in bargaining, grievance processing, leadership responsibilities, member engagement/organizing, and understand the Association's major issues.
- Be familiar with the structure and history of the MEA/NEA, and have demonstrated a commitment to the Association.
- Have verbal skills, an ability to use writing skills to communicate clearly and effectively, and an ability to think and respond extemporaneously in a variety of situations.
- Have a willingness to build and sustain equitable and inclusive practices.

Participant Selection

The Association solicits applicants from all segments of its membership, including support staff, pre K-12 teachers, ISD members and higher education members.

A committee will interview candidates and select participants. The selection will be based upon experience and training of applicants in: membership and/or community organizing, negotiating, advocacy, political activities, public relations, group facilitation and training, research and issue organizing.

The standard of selection includes:

- Advocacy skills (including grievance processing)
- Analytical and problem solving skills
- Communications/one-to-one and group
- Creativity
- Diversity, equity and inclusion
- Flexibility
- Group facilitation and training of adults
- Interpersonal skills
- Issue organizing
- Job satisfaction
- Leadership
- Member organizing
- Negotiations in various types of settings
- Organizational skills
- Political action skills
- Recruitment and retention
- Research of data or information for a focused use
- Social justice
- Stress management
- Technology
- Work ethic

Evaluation

During the UniServ Pre-Employment Development Summer Training Program, participants will be provided with immediate and continuous feedback from Association staff. Before the end of the program, an evaluation of the participant will be done by the administrative team and directors.

The evaluation will determine:

- If the participant is fully qualified to be considered as a candidate for a permanent staff position.
- If the participant is making satisfactory progress but is not yet ready to fill a position (recommendations would then be made for additional experience).
- If the participant is not making satisfactory progress which would cause the participant to be removed from the program.

All participants completing the full program shall receive a certificate of completion.

Following the normal interviewing and screening process qualified participants may be placed on the MEA UniServ Screened Applicant List (SAL) or (UniServ hiring pool).

Program Application

The application deadline is
5 p.m. on April 15, 2022.

Applicants:

Please ensure that you complete this application in its entirety. In addition, attach a current resume, including references. Answer all questions below even if information is duplicated on resume. Incomplete applications **will not** be considered.

Personal Data

Name _____
(Last) (First) (Middle Initial)

Address _____
(Street address)

(City) (State) (Zip)

Social Security No. _____

Home phone _____

Work phone _____

Cell phone _____

Email (home) _____

Ethnic Identification: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | |

Gender Identification _____

Current Employment

Employer _____

Address _____
(Street address)

(City) (State) (Zip)

Position/Title _____

Grade Level or Assignment _____

Time in Position _____

Duration of Employment Year ☐ 9 months ☐ 10 months ☐ 12 months ☐ Other

If other, please specify

IF APPLICABLE

Local Association _____

Name of UniServ Staff Person _____

Education

	School Name, City, State	Dates Attended	Diploma, Certificate or Degree Earned	Major Field
High School				
Vocational/ Technical				
College/ University				
Other Education/ Training				

Employment History

Describe and list chronologically, starting with your current position. Please provide on a separate sheet.

Leadership Experience

List the leadership positions and/or offices held within the Association (local, state or national) in chronological order, starting with the most recent.

Leadership Experience	Dates

Please describe any other work and community experiences (e.g. volunteer groups, service groups, community or church organizations) that enhanced your skills relative to UniServ director work.

Please respond to the following questions by typing your responses and emailing them as an attachment in PDF format along with your application to: Kia B. Hagens at *khagens@mea.org*. Make sure to include your name in the subject line and an explanation of the email's purpose in the body of the email. Respond to the following questions:

- 1. Why are you applying for the UniServ Pre-Employment Development Summer Training Program?**
- 2. Which of the below standards would you consider to be area(s) of strength for you, and why? (List no more than five areas, in descending order).**
 - Advocacy skills (including grievance processing)
 - Analytical and problem solving skills
 - Communications/one-to-one and group
 - Creativity
 - Diversity, equity and inclusion
 - Flexibility
 - Group facilitation and training of adults
 - Interpersonal skills
 - Issue organizing
 - Job satisfaction
 - Leadership
 - Member organizing
 - Negotiations in various types of settings
 - Organizational skills
 - Political action skills
 - Recruitment and retention
 - Research of data or information for a focused use
 - Social justice
 - Stress management
 - Technology
 - Work ethic
- 3. MEA's mission is to protect, advocate and advance the rights of all education professionals to promote quality public education for all students. In what ways have you demonstrated commitment to this purpose in your work or personal life?**

Commitments and Understandings

My signature below indicates full understanding of the following:

1. I understand that a limited number of individuals will be selected to participate in the UniServ Pre-Employment Development Summer Training Program. The MEA accepts no liability and offers me no assurance of selection or future employment as a UniServ representative.
2. After successful completion of the training program, I will make a commitment to actively pursue UniServ employment.
3. If selected for the training program, I will participate in the training which I understand will run from June 26-July 1, 2022 of which I will be required to stay on-site during the entire training.
4. Virtual trainings will be held between the on-site sessions.
5. Closing is August 10-12, 2022, this will be face to face.
6. I understand it is my responsibility to complete all of the required assignments, even assignments given prior to the on-site program.
7. The information contained herein is accurate and complete, to the best of my knowledge.

Signature

Date

Email your completed application and resume to:

Kia B. Hagens
Director, Center for Leadership and Learning
khagens@mea.org

**Completed applications and letters of reference must be
received by 5 p.m., April 15, 2022.**



Michigan Education Association

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PAULA J. HERBART, PRESIDENT • CHANDRA MADAFFERI, VICE PRESIDENT
BRETT R. SMITH, SECRETARY-TREASURER • MICHAEL SHOUDY, EXECUTIVE DIRECTOR

The mission of the MEA is to protect, advocate and advance the rights of all education professionals to promote quality public education for all students.

