



## NOTICE OF VACANCY

M 42-22-23

<b>POSITION:</b>	<b>Manager, Legal Services</b>	<b>LOCATION:</b>	East Lansing
<b>SCHEDULE:</b>	244 Work Days	<b>SALARY RANGE:</b>	\$98,000 - \$127,000 16 paid holidays and comprehensive benefits package
<b>POSTING DATE:</b>	July 28, 2023	<b>DEADLINE:</b>	August 11, 2023

### ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

### JOB DESCRIPTION

Responsible for the management of all legal processing activities for the Unified Legal Services Program (ULSP), Dushane Legal Management System (DLMS), and administration of the Educators Employment Liability insurance (EEL). Serve as the administrative assistant to the Director of Business, Legal & Human Resources. Coordinate activities for the Legal Services Division. Prioritize and assign work, monitor performance and conduct evaluations, ensure staff are trained and follow procedures, make hiring, termination and disciplinary recommendations.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

### QUALIFICATIONS

Bachelor's Degree from a four-year college or university; or three to five years of related experience and/or training; or equivalent combination of education and experience.

Minimum of three years of management experience.

Knowledge, Skills and Abilities:

- Demonstrated leadership and decision-making skills.
- Excellent customer relation skills.
- Excellent oral and written communication skills.
- Ability to organize workflows in order to complete tasks efficiently, accurately, and on schedule.
- Excellent interpersonal skills, including conflict and change management.
- Knowledge of MEA Governance structure.
- Knowledge of the policies, regulations, procedures and services of the Association.
- Ability to manage procedures, projections and work flows.
- Ability to manage multiple priorities efficiently and effectively.
- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the educational community. Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CANDIDATE PROFILE**

The Manager, Legal Services will possess the following qualities and characteristics:

- Lead by example
- Confidential
- Authentic
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity
- Respectful and inclusive in a diverse environment
- Problem solving skills
- Organized
- Ethical
- Approachable
- Knowledgeable
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

## **RESPONSIBILITIES AND DUTIES**

Oversee participation in NEA Unified Legal Services Program (ULSP) and Dushane Legal Management System (DLMS) programs for accurate reimbursement of legal expenses for employment-related cases and arbitrations; Understand and apply the funding requirements of the ULSP. Key contact person for NEA on ULSP matters.

Key contact for biennial audit of NEA legal programs; review ULSP reports and identify cases approaching NEA-established thresholds for law firm billings and facilitate follow up with Director of Business, Legal & Human Resources and staff attorneys; prepare reports, compile, and organize information regarding legal cases and expenditure activities.

Assist the Director of Business, Legal & Human Resources in support of Governance Review Committee, which includes serving as first line contact for MEA staff, leaders, and members; communicating with staff, local leaders, and members regarding the standards of conduct and mandatory provisions; and communicate changes to guidelines with staff and members.

Oversee governance review process and provide reports on status of local association constitution and bylaws.

Serve as staff liaison for MEA Board of Reference, which includes consulting with hearing officers regarding preliminary motions and procedural matters; attending hearings; communicating impact of MEA governance documents and local association governance documents on specific charges; providing procedural advice.

Provide training on Board of Reference procedures for members and staff.

Provide administrative support for the Director of Business, Legal & Human Resources, including, but not limited to, drafting correspondence and reports; maintenance of calendar; preparing itineraries; any other duties or functions assigned by the Director of Business, Legal & Human Resources.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

June 29, 2021

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to [jobpostings@mea.org](mailto:jobpostings@mea.org). In addition, please include an employment application, which can be found on the MEA website at [www.mea.org](http://www.mea.org).