



M 12-25-26

POSITION:	Human Resources Director	LOCATION:	East Lansing
RESPONSIBLE TO:	Shannon Alston Executive Director of Cooperative Services	SALARY RANGE:	\$140,302 - \$194,744
SCHEDULE:	244 Workdays	Paid holidays and comprehensive benefits	
POSTING DATE:	December 5, 2025	DEADLINE:	December 18, 2025

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 80,000 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

The Human Resources Director is a management position that reports to the Executive Director of Corporate Services. This position oversees the functions of the Human Resources department. The Human Resources Director is accountable for the development and execution of the Human Resources functions for MEA, MESSA, and MEA Financial Services. This includes the planning and management of programs, personnel, and budgetary resources in the areas of: labor relations; training; recruiting; payroll; benefits and leave administration; and compliance regulations. This position will work closely with the Executive Director of Corporate Services or their designee on all labor relations activities, such as grievances, arbitrations, and hearings. The ability to create and maintain strong, effective working relationships is essential for this position.

QUALIFICATIONS

Required Education/Experience

- Bachelor's Degree in Human Resources or a related field.
- Minimum of five years of progressive work experience in human resources and labor relations.
- Strong knowledge of labor laws and human resources and benefits compliance laws, such as ERISA, FMLA, ACA, and FLSA.
- Possesses an understanding of the collective bargaining process, particularly under the National Labor Relations Act (NLRA).
- Experience in managing employees.
- Must reside in the State of Michigan.
- Experience building a supportive and inclusive workplace culture.
- Demonstrated exceptional written and verbal communication skills.
- Possesses a high degree of honesty, integrity and character.
- Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
- Demonstrated ability to resolve problems and address complaints.
- Ability to maintain a high level of confidentiality.
- Possess excellent follow-through, organizational skills and is able to multitask.
- Adaptive, flexible and responsive to challenges
- Possesses the ability to effectively make decisions within the scope of responsibility, while escalating strategic or high-risk matters to senior management for guidance

Preferred Education/Experience

- Knowledge and experience in the use of appropriate technology applications.
- Knowledge of the structure of MEA.
- Experience in company budgets.
- Knowledge and experience in program coordination, team building and training.
- Juris Doctor with practice experience in the area of labor and employment law and employee benefits administration and/or experience in a human resources leadership position in a large organization.
- Experience in collective bargaining, particularly with bargaining units subject to the NLRA.

CANDIDATE PROFILE

The Human Resources Director will possess the following qualities and characteristics:

- Confidential
- Authentic
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity
- Approachable
- Problem solving skills
- Good Communicator
- Ethical
- Respectful and inclusive in a diverse environment
- Knowledgeable
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable
- Organized
- Adaptable
- Possesses self-awareness
- Able to effectively evaluate the need for escalation

RESPONSIBILITIES AND DUTIES PROFILE

Serve as a member of the management team, specializing in the field of human resources, labor relations, and payroll and benefits administration.

Oversee the activities of the Human Resources department and provide support for daily prioritization, performance evaluations, training needs and make hiring, termination, and disciplinary recommendations.

Serve as a member of the interview panel for MEA, MESSA, and MEA Financial Services positions as needed or requested.

Work in concert with all departments and divisions at MEA, MESSA, and MEA Financial Services regarding Human Resources needs.

Establish and maintain a supportive, positive, and business-centered atmosphere in the department with an emphasis on continuous improvement. Provide leadership in all aspects of department activities, policies, and procedures to ensure that a high standard of service and quality and performance is achieved in all department operations.

Direct and provide oversight for payroll and fringe benefit administration of the MEA, MESSA and MEA Financial Services.

Work closely with the Payroll and Benefits Manager to evaluate all payroll and benefit systems and processes.

Establish and implement training and development programs, including coordinating training with outside organizations, including NEA.

Represent the employer in issues related to worker's compensation, unemployment compensation, ADA accommodations, FMLA compliance and administration of the employer's Affirmative Action Policy.

Act as a confidential resource for the Executive Director of Corporate Services.

Serve as a resource to the Executive Directors of MESSA and MEA Financial Services.

Ensure adherence to labor laws, company policies, and industry regulations. Stay up to date with changing laws and regulations.

Work closely with the Executive Director of Corporate Services or their designee on labor relations activities, including but not limited to, grievances, arbitrations, hearings, and court appearances.

In coordination with the Executive Director of Corporate Services and/or their designee, the Human Resources Director will investigate and respond to complaints.

Serve as a staff liaison and coordinator during contract negotiations

Provide training to management regarding contract implementation and enforcement of company policies and procedures.

Develop, implement, and monitor the budget for the Human Resources department.

Provide assistance to the Executive Director of Corporate Services as needed.

Serve as a member of the MEA Screened Applicant List (SAL) interview committee.

Works closely with the Executive Director of Corporate Services to develop and maintain policies and procedures.

Work closely with staff union leadership to create and maintain positive working relationships.

Develop and implement programs that encourage and maintain a diverse workforce.

Facilitate meetings to encourage on-going communications regarding joint labor-management efforts.

Provides guidance and oversight to MEA, MESSA, and MEA Financial Services managers on employee relations matters, including grievance procedures, performance issues and disciplinary actions.

Performs other duties as assigned.

12/2025

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

MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

Comprehensive Benefits Package includes:

- Full-family medical coverage
- Full-family dental coverage
- Full-family vision coverage
- Employer paid life insurance coverage (employee and dependents)
- Employer paid travel and accident insurance
- Employer paid Long-Term Disability insurance
- Additional optional benefits offered for purchase, such as Short-Term Disability, dependent life insurance, and group indemnity coverage
- Pension plan
- 401(k) plan
- Transportation and expense allowance
- Cell phone reimbursement
- Generous vacation leave allowance
- Paid holidays
- Paid bereavement leave