



**NOTICE OF VACANCY**

**M 37-25-26**

<b>POSITION:</b>	Staff Attorney- Arbitration Specialist	<b>LOCATION:</b>	MEA Field Office- Exact location TBD
<b>RESPONSIBLE TO:</b>	Shannon Alston Executive Director of Corporate Services	<b>SALARY RANGE:</b>	Per MEA-PSA/USO Contract
<b>SCHEDULE:</b>	244 Work Days	Comprehensive paid holidays and benefits package	
<b>POSTING DATE:</b>	May 5, 2026	<b>DEADLINE:</b>	May 18, 2026

**RESIDENCY REQUIREMENT:**  
PSA bargaining unit members must reside within the State of Michigan or within location outside of Michigan that is less than one-hundred twenty-five (125) miles from the designated from the designated MEA office. If the employee’s residence is outside of Michigan, the employee must meet the following additional requirements:

1. The employee’s residence must be located in a state that has reciprocity agreements with Michigan regarding taxes, worker’s compensation, unemployment insurance, and compliance with the Fair Labor Standards Act (FLSA).
2. The employee is responsible for ensuring compliance with applicable residency, tax, and employment laws in their state residence.

**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.

**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 QUALIFICATIONS:**

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

**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)