



NOTICE OF VACANCY

M 2-26-27

POSITION:	MSU-UTSF UniServ Director	LOCATION:	East Lansing
RESPONSIBLE TO:	Gezelle Oliver Southern Zone Director	SALARY RANGE:	Per MEA-PSA/USO Contract
SCHEDULE:	244 Work Days	Comprehensive paid holidays and benefits package	
POSTING DATE:	September 28, 2026	DEADLINE:	October 09, 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.

JOB DESCRIPTION

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.

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;

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 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 driving record and valid driver's license.

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.