



A Union of Professionals

Notice of Open Position

Feb. 2, 2022

Job Title:	Confidential Senior Associate	Unit:	AFTSU Confidential
Job Number:	CAOF-35-08-0222-V	Supervisor:	Director, Human Resources
Department:	Human Resources	Annual Salary:	\$101,132.90

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

Position Summary: Working under the direction of the human resources director, the confidential senior associate will be responsible for providing support to HR programs and functions. Job responsibilities include, but are not limited to the administration of recruitment, selection of qualified applicants, testing, hiring, and onboarding.

Position Responsibilities:

- Based on industry standards, research, develop and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.
- Post and advertise positions; ensure postings are kept current.
- Collaborate with department managers to draft detailed and accurate job descriptions and hiring criteria.
- Screen applications and select qualified candidates for hiring manager review.
- Facilitate all phases of the internal and external recruitment process; lead offer process, confirm pay scale and salary, start dates and other pertinent details.
- Oversee preparation of interview questions and other hiring and selection materials, schedule interviews.
- Manage onboarding and off-boarding of all employees, including temporary employees and interns.
- Administer OPEIU applicant testing program.
- Support and implement the OPEIU/AFT Job Classification System.
- Administer and support the internship program.
- Maintain evaluation and probationary schedules for administrative staff; notify managers when evaluations are due.
- Ensure compliance with federal, state, and local employment laws and regulations, and organization policies.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- At least five years managing all phases of the recruitment and hiring process highly preferred.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Candidate must have a strong work ethic and be able to effectively prioritize and work independently.
- Must have ability to exercise good judgment and discretion in confidential matters.
- Successful candidates should be proactive with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent interpersonal skills and verbal and written communication skills.
- Experience working in a unionized environment.
- Familiarity with employee relations and contract negotiations.

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- Familiarity with human resource information systems (HRIS).

Work Environment:

Work is performed in an office environment with occasional travel.

How to Apply:

Applicants should submit a cover letter and resume to the director of human resources or via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=4332066.

Internal Posting Period:

There is no internal posting period for this position. Candidates will be considered as they apply.

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