

Staff Representative

POSITION TITLE: Staff Representative

LOCATION: Council of New Jersey State College Locals (CNJSCL) – Springfield, NJ (hybrid; significant in-state travel required)

STATUS: Full-time

SALARY: \$77,703 - \$106,407 (commensurate with experience)

BENEFITS: The Council offers a comprehensive benefits package including medical health benefits, healthcare reimbursement funds, employer funded SEP-IRA contributions, vacation, sick, tuition reimbursement, and employer paid family medical leave.

ABOUT CNJSCL

The Council of New Jersey State College Locals (CNJSCL) is the exclusive bargaining agent for more than 10,000 faculty, adjunct faculty, librarians, non-tenure-track faculty, and professional staff across New Jersey's seven State Universities and two State Colleges. An affiliate of the American Federation of Teachers (AFT) and the AFL-CIO, CNJSCL advances the collective voice of higher education workers through bargaining, contract enforcement, organizing, and legislative advocacy.

POSITION SUMMARY

CNJSCL seeks a **Staff Representative** to support Council Locals with contract enforcement, grievance handling, negotiations support, research, training, and member communications. This position carries an active enforcement and bargaining workload and contributes to Council-wide education and strategic initiatives.

The Staff Representative works under the direction of the Council President and Executive Committee, with general oversight from Council Directors, exercising substantial independence while advancing Council policy and AFT-aligned priorities.

KEY RESPONSIBILITIES

- Advise Locals on contract administration, past practice, and enforcement strategies
 - Process grievances and represent members at hearings, arbitrations, and administrative agencies, including NJ PERC
 - Prepare arbitration files, briefs, unfair practice charges, and status reports
 - Negotiate and draft settlement agreements; monitor remedies and compliance
 - Support Local and statewide bargaining, including proposal drafting and documentation
 - Participate in statewide negotiations as assigned
 - Conduct research on contract compliance and employment trends; prepare reports and OPRA requests as needed
 - Collaborate with Staff Organizers and Local leaders on membership engagement and organizing campaigns
 - Draft articles and updates for Council publications and member communications
 - Deliver trainings and workshops for Local leaders and representatives
 - Support strike preparation, training, and campus readiness activities
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QUALIFICATIONS

Required:

- Knowledge of collective bargaining, grievance processing, arbitration, and NJ PERC procedures
- Strong written and verbal communication skills
- Ability to manage multiple deadlines in complex and political environments
- Proficiency with MS Office and related communications tools
- Bachelor's degree in labor studies or a related field
- Valid driver's license and ability to travel throughout New Jersey
- Demonstrated commitment to organized labor, public higher education, equity, academic freedom, and student access

Preferred:

- Experience representing employees in grievances, arbitrations, or administrative proceedings
 - Master's degree in a related field
 - Background in labor, education, or politics
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APPLICATION PROCESS

Submit a cover letter, resume, and three professional references to jobs@cnjscl.org.

Application screening begins February 20, 2026, and continues until the position is filled.

CNJSCL is an equal opportunity employer and strongly encourages applications from women, people of color, LGBTQ+ individuals, people with disabilities, and others historically underrepresented in higher education and the labor movement.