



**Syndicat des étudiant.e.s employé.e.s de l'Université d'Ottawa
Union of Student Workers at the University of Ottawa**

UCU 303, 85 Université / University Private, Ottawa, ON, K1N 6N5
613.562.5345 • info@2626.ca • 2626.ca

Job Offer

Legal Support Coordinator Temporary and Full-time contract

The Canadian Union of Public Employees (CUPE) 2626 represents the Teaching and Research Assistants, Markers, Tutors, Lab Monitors, Demonstrators, Proctors and Lifeguards at the University of Ottawa. Its 3000+ members support the education and research missions of the uOttawa community, and are the cornerstone of the quality of the experience for more than 40000 students.

CUPE 2626 is seeking a bilingual Legal Support Coordinator for a full-time (35 hours per week) temporary contract.

Under the supervision of the Union officers and in collaboration with union staff, the Legal Support Coordinator is generally occupied with coordinating the work of the Union's Grievance Committee. Most tasks are thus focused on handling grievances and informing Union members about their rights.

Responsibilities

- Coordinate grievances of CUPE 2626 members
- Prepare paperwork and strategies for grievance meetings
- Meet potential grievors
- Represent grievors in meetings with the employer
- Support the work of the chair of the bargaining committee
- Research industry standards (ex.: salary, benefits, leave, travel, job descriptions, wage relationships, labour legislation)

Main qualifications

Academic and technical skills

- University degree/College diploma in Labour Law, in Law, or equivalent experience
- Have experience in the following areas: grievances, complaints management, labor relations, writing and presentation of research reports, requests for access to information, drafting contracts, etc.
- Written and oral communication skills in both English and French are essential

Personal and Social Skills

- Strong skills in the areas of communication, organisation and leadership (ex.: team management/work)
- Strong desire to help: willingness to listen and be empathetic towards the needs of others



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- Reliability in discretion in handling confidential information
- Demonstrate critical thinking
- Ability to work independently and cooperatively within a team environment
- Possess a sense of initiative, good judgment and diplomacy
- Demonstrate attention to detail
- Be able to work under pressure
- Knowledge of the role, objectives and activities of trade unions, as well as an understanding of and commitment to union principles
- Knowledge of issues related to the workers at the University of Ottawa
- Knowledge of the campus of the University of Ottawa and its various groups

Work conditions

- Full-time (35 hours per week), temporary (four months) contract
- Hourly wage: \$30.30/h
- Unionized position that includes other benefits as per the Collective Agreement
- **Approximate start date: May 1, 2019**
- **Anticipated end date: September 6, 2019**

Application procedure

We ask applicants to send us **in electronic format**, the following documents:

1. Their *Curriculum Vitae* (maximum 2 pages)
2. A cover letter in which they describe how their experiences can contribute to the quality of labour relations in CUPE (maximum 2 pages).

Applicants must submit their application **no later than April 24th, 2019 at 12 p.m.**, to the following email address: **comm@2626.ca**.

Please indicate in the subject line the following: **JOB-LEGAL SUPPORT COORDINATOR**

Preference will be given to members and former members of CUPE 2626.

Thank you for your interest in CUPE 2626. We will only contact the candidates selected for an interview.

For more information about the union, please go to the link: www.2626.ca



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Employment Equity Statement

CUPE 2626 is committed to equity in its policies, practices, and programs, supports diversity in its work environments, and ensures that applications from members of underrepresented groups (ex.: gender, sexual orientation, religion, physical ability, culture, minority, etc.) are seriously considered.

All qualified individuals who would like to contribute to the further diversification of our Union community are encouraged to apply. Applicants are encouraged to self-identify as a member of these groups.