

## **CONCORDIA UNIVERSITY FACULTY ASSOCIATION (CUFA)**

### **COMMUNICATIONS AND RESEARCH OFFICER**

**Posted on:** 26 April 2017

**Deadline:** 31 May 2017

#### **The Concordia University Faculty Association**

The Concordia University Faculty Association (CUFA) is a certified union representing full-time faculty members and professional librarians employed at Concordia University. As a union, CUFA's principal functions are to negotiate the Collective Agreement and to ensure that rights of its members under the Collective Agreement and the law are protected on a day-to-day basis.

#### **Scope**

Reporting to the President of the Association and its Legal and Professional Officer, the Communications and Research Officer carries out communications and research tasks for the Association. The incumbent will develop and carry out a comprehensive communications plan for the Association. In addition, the incumbent advises the President on communications matters and carries out related communications activities. Under the direction of the President, the Chief Negotiator, and the Legal and Professional Officer, the incumbent undertakes institutional research for contract negotiations as well as research on other matters of importance for the Association. The incumbent may also be asked to contribute to other related tasks.

This is a new position. It will be part-time initially with the possibility of evolving into a full-time position within three years.

#### **Primary Responsibilities**

##### **Communications**

- Develop and carry out a comprehensive communications plan
- Draft press releases for the President and the Chief Negotiator
- Perform other communications tasks in support of the Association as required

##### **Research**

- Conduct research related to negotiation and labour relations as required
- Perform other research tasks in support of the Association as required

#### **Qualifications**

- Masters degree in Communications, Journalism, Business or other relevant field
- Two to four years of related work experience. Work in a union or unionized environment an asset

- Very good spoken and written English and French
- Excellent interpersonal skills; ability to deal effectively with faculty, staff and other members of the University
- Ability to work both as a team member and independently
- Strong analytical and organizational skills
- Ability to prioritize and coordinate projects and work within strict deadlines
- Ability to work under pressure
- Intermediate skills in MS Office Suite, Adobe Creative Suite, and SPSS or similar software
- Availability to work flexible hours as needed

## **Salary**

*\$50,000 to \$70,000 per annum commensurate with experience; salary prorated for part-time contract; benefits package or money in lieu of coverage*

## **Applications**

Interested applicants should submit a curriculum vitae, two letters of reference, and a covering letter by 31 May 2017 to the attention of the:

Chair of the Hiring Committee, [cufa@concordia.ca](mailto:cufa@concordia.ca)

Subject: Communications and Research position.

*CUFA is committed to Employment Equity and encourages applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities.*