**University of Connecticut**
**Office of Faculty & Staff Labor Relations**
**Labor Relations Associate**
**(University Staff Professional 1)**

**<u>PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!</u>**

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| **Open To:** | The Public |
| **Location:** | The University of Connecticut, Storrs Campus |
| **Job Posting No:** | **2017520** |
| **Hours:** | 8:00 a.m. to 5:00 p.m. |
| **Salary:** | Commensurate with training and experience |
| **Closing Date:** | May 15, 2017 |

The University of Connecticut, Office of Faculty & Staff Labor Relations has an immediate opening for a Labor Relations Associate. Under the direction and administrative guidance of the Director and/or Assistant Director of the Office of Faculty & Staff Labor Relations, this position is responsible for independently performing a full range of labor relations activities at the University of Connecticut. The focus of this position is to provide assistance with administering provisions of collective bargaining agreements as well as related State and University policies and regulations and support labor negotiations, investigations, grievances and training programs.

**Required Knowledge, Skills and Abilities:** Bachelor's degree in human resources, labor relations, business or public administration or related field. Considerable knowledge of collective bargaining, contract administration and interpretation, relevant State and Federal laws, regulations and guidelines. Knowledge of personnel administration, affirmative action, etc. Outstanding organizational skills, excellent oral and written communications skills. Must be able to work as a collaborative member of a team, share information and communicate openly requiring strong interpersonal skills and a demonstrated commitment to developing creative, innovative solutions.

**Required Experience:** Three (3) or more years of experience in public sector personnel administration. Negotiating experience. Working experience with Microsoft Office applications.

**Preferred Knowledge, Skills and Abilities:** Knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, and related State personnel statutes, policies and procedures. Labor Relations experience in a unionized institution of higher education, government agency or similar organization. Experience developing and/or presenting workshops and related training sessions.

**Preferred Experience:** A juris doctorate degree from an accredited law school and admission or eligibility for admission to the Connecticut Bar. A graduate degree in business or public administration from an accredited institution.

**Application Instructions:** Please submit a **cover letter**, **resume**, and contact information for **three (3) work-related references** to www.jobs.uconn.edu, (click on Staff Positions). It is preferable that one reference be from the immediate supervisor. For more detailed job information and to apply, please go to www.jobs.uconn.edu and click on Search #2017520. Review of applications will begin immediately and continue until position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

**UCONN DEPARTMENT OF HUMAN RESOURCES**
**9 WALTERS AVENUE**
**UNIT 5075**
**STORRS, CT 06269**
www.hr.uconn.edu

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

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*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*