

**OFFICE OF FACULTY & STAFF LABOR RELATIONS
LABOR RELATIONS ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: University of Connecticut, Storrs, CT

Hours: 40 hrs / wk Monday – Friday 8am – 5pm

Salary: Mid 40,000's and includes a full benefits package

Closing Date: April 25, 2016

Position Overview: The Office of Faculty & Staff Labor Relations is seeking an energetic, motivated individual to provide a full range of office support. The Labor Relations Assistant will function as the front line support for Labor Relations requiring a strong emphasis on customer service. The position is responsible for greeting visitors, answering phones, making referrals as appropriate, typing, and screening incoming mail. The successful candidate must preserve the confidentiality of administration and employees by exercising discretion in performing assigned responsibilities. The ideal candidate should be able to provide office support, under established policies and procedures. Maintain confidential electronic and paper filing system. Maintain confidential data in Labor Relations database; track grievances, generate activity reports, case reports, etc. Serve as liaison and resource person to University Departments and other constituents regarding routine information and department policies and procedures. Participate in cooperative efforts to provide administrative support to the Department managers or Executives as needed.

General Knowledge: Bachelor's degree in human resources, labor relations, business or public administration or related field is required.

General Experience: Two (2) years of experience in a related field is required;

General Skills and Ability: Proficiency in word processing, spreadsheets and database management experience (e.g. Microsoft Word, Excel, Access, and Power Point). Excellent organizational skills and an ability to resolve routine office problems efficiently, effectively and independently. Strong written and verbal communication skills.

Special Experience: Experience in the field of labor relations, human resources or personnel administration. Prior office experience in a university environment and prior office experience in a unionized environment.

Eligibility Requirement: This is a full-time position. The University of Connecticut offers a competitive salary and outstanding benefits. For additional information regarding the Office of Faculty and Staff Labor Relations, please visit: <http://lr.uconn.edu/>.

Application Instructions: Applicants interested please submit a cover letter, resume, and contact information for three work-related references. It is preferable that one reference be from the immediate supervisor. Please apply on-line using the University's Husky Hire applicant system at <http://jobs.uconn.edu>. Please reference **Search #2016514**. Anticipated start date is early June 2016. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the [State Code of Ethics](#).

UCONN
Office of Faculty and Staff Labor Relations
LABOR RELATIONS ASSOCIATE
Storrs, CT
<http://www.jobs.uconn.edu>
Search #2016514

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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.

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