



Field Representative

Position Overview

Under the general direction of the Executive Director, the UCPEA Field Representative is responsible for interpreting contract language, providing representation during contractual and processes handling member issues, grievances, reclassifications and conducting data analysis. The UCPEA Field Representative reports directly to the Executive Director.

Duties & Responsibilities

1. Interprets Union contract.
2. Provides union representation during formal contractual processes including fact finding, pre-disciplinary hearings, reclassification, non-contractual and contractual grievances at all UConn campuses.
3. Provides union support to members participating in university processes through the university offices such as the Office Institutional Equity and Compliance.
4. Handles member complaints/issues and advocates for members on informal issues.
5. Serves on the union's negotiating team as assigned. Duties may include preparing for bargaining, writing contract language, data collection and analysis, and documenting bargaining sessions.
6. Contributes to internal and external communications and publications.
7. Assists in the development of training material and conducting workshops for Union Stewards, member groups, and committees.
8. Conducts internal and external research and provides data analysis.
9. Supports union committees as assigned.
10. Upholds a strict level of confidentiality and professionalism.
11. Performs other duties as assigned by the Executive Director.

Minimum Acceptable Qualifications

1. Bachelor's degree in labor studies or related field.
2. Demonstrated commitment to empower workers through the labor movement.
3. Excellent oral and written communication skills.
4. Excellent administrative, organizational, interpersonal and leadership skills, including the ability to identify and resolve complex problems.
5. Ability to work effectively with office staff, Executive Board, union members, and the University community.

6. Proficiency with Microsoft Office Applications

Preferred Qualifications

1. Previous employment by a labor union with a minimum of two years' experience in the following areas:
 - Contract Management
 - Grievances and services for members
 - Internal organizing
 - Collective Bargaining

2. Master's degree in labor studies.