

PART-TIME
PROFESSIONAL SUPPORT STAFF
VACANCY POSTING

TO: LOCAL and COUNCIL PRESIDENTS
EXECUTIVE BOARD MEMBERS
PROFESSIONAL and SUPPORT STAFFS

FROM: Dan Montgomery, President
Illinois Federation of Teachers
P.O. Box 390
Westmont, Illinois 60559

DATE: February 20, 2019

POSTING: PART-TIME PROFESSIONAL SUPPORT STAFF:
NORTHERN REGION ASSIGNED TO THE ORLAND PARK REGIONAL
OFFICE

As per the Illinois Federation of Teachers By-Laws Article VI, I hereby post a part-time professional support staff vacancy in the Northern Region to be initially assigned to the Orland Park Regional Office effective on or after March 1, 2019. Job qualifications and duties for this position are listed on attachments. Those interested in the above listed position should understand that...

- (1) application is made by sending a letter and current resume to the attention of Barb Latta at the address above or by e-mail to blatta@ift-aft.org no later than Wednesday, March 6, 2019;
- (2) a current staff member may be granted a voluntary transfer within the bargaining unit which may cause a change in the office assignment of this vacancy;
- (3) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (4) interviewees will be selected from the application letters with current resumes received in the Westmont General Office;
- (5) interviews will be conducted in the Westmont General Office;
- (6) employment will begin as per a mutual agreement between the successful applicant and the IFT;
- (7) salary and benefits as per experience and the contract between the IFT and IOU/CNG.

Any questions regarding the vacant position may be directed to the attention of Kathy Shaevel by telephone at 630/468-4055 or e-mail at kshaevel@ift-aft.org.

Attachment: Job Qualifications and Main Functions

ILLINOIS FEDERATION OF TEACHERS

PART-TIME OFFICE SUPPORT STAFF JOB QUALIFICATIONS

1. Applicant must be able to work with diverse groups of people and demonstrate a positive attitude.
2. Applicant must be able to handle multiple tasks/projects.
3. Applicant must be able to work with minimal supervision.
4. Applicant must demonstrate strong office and administrative support skills.
5. Applicant must demonstrate strong computer and internet skills, including the use of Microsoft Office products, web-based applications and programs.
6. Applicant must demonstrate the ability to learn and apply company specific technical programs and systems.
7. Applicant must be able to work independently and effectively.

PART-TIME OFFICE SUPPORT STAFF MAIN FUNCTIONS

1. Coordinate updates to membership information with assigned employers, local leaders, and professional staff.
2. Maintain documents related to local compliance and collective bargaining.
3. Coordinate and organize special projects as directed by department administrators.
4. Support office operations including the scheduling of building and equipment maintenance.
5. Follow directives of the president, chief operating officer and other administrators.