PART-TIME
PROFESSIONAL SUPPORT STAFF VACANCY
EXTERNAL POSTING

TO: LOCAL and COUNCIL PRESIDENTS
EXECUTIVE BOARD MEMBERS
PROFESSIONAL SUPPORT STAFF AND PROFESSIONAL STAFF

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

DATE: March 5, 2020

POSTING: PART-TIME PROFESSIONAL SUPPORT STAFF:
METRO EAST REGION ASSIGNED TO THE FAIRVIEW HEIGHTS OFFICE

As per the Illinois Federation of Teachers By-Laws Article VI, I hereby post a part-time professional support staff vacancy in the Metro East Region to be initially assigned to the 
Fairview Heights Office effective on or after April 15, 2020. 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 Tuesday, March 17, 2020;
(2) 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;
(3) interviewees will be selected from the application letters with current resumes received in the Westmont General Office;
(4) interviews will be conducted in the IFT Fairview Heights Office;
(5) employment will begin as per a mutual agreement between the successful applicant and the IFT;
(6) 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.


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.