

Title of the position: Membership Coordinator

American Association of University Professors (AAUP), Hofstra University Chapter, Hempstead, New York

The Hofstra University Chapter of the AAUP is the collective bargaining representative for full-time and part-time faculty. The union represents the professional interests of faculty to advance the standards of the profession, improve conditions of employment through collective bargaining, and further higher education and scholarly activities in concert with students, staff, administration, and the Board of Trustees.

The position is 4 days per week (32 hours per week) and hybrid (3 days in person) The **Membership Coordinator** is responsible for carrying out day-to-day activities running the Chapter's office, serving as a resource for faculty, and working closely with the five elected members of the Executive Committee.

Duties and responsibilities:

Membership

- Advise membership on their rights and obligations under the contract.
- Maintain and increase membership awareness and engagement.
- Cultivate key relationships with stakeholders across the University.
- In collaboration with the President and Vice President for Grievances, facilitate faculty complaints and grievances from preliminary stages through final determination.
- Welcome new faculty (full-time and part-time) and conduct a welcome/orientation session upon hire, to familiarize them with their rights and responsibilities.
- During active collective bargaining negotiations, assist with compiling information requests and formulating proposals.
- Hold a three full day a week schedule at the office, including in person meetings.

Communication

- Manage daily communication to and from the Chapter's office.
- Oversee promotional communications to provide information to the membership, including maintaining the Chapter's website and Chapter's social media accounts.
- Monitor communications from members to assist union leaders.
- Coordinate communications and pre-negotiation activities for collective bargaining, including membership surveys and meetings.

General Administrative work

- Assist with maintaining Chapter's records.
- Supervise Chapter employees and serve as liaison to outside contractors and consultants.
- Manage the Chapter's calendar and zoom meetings, including faculty membership meetings.
- Work collaboratively with all five elected members of the Executive Council and assist each of as needed.

Qualifications:

- Bachelor's Degree.
- Excellent written and oral communication skills.
- Demonstrated ability to independently manage multiple and diverse tasks while paying careful attention to details and deadlines.
- Ability to foster and maintain critical relationships with members and administration.
- Working knowledge of labor relations and labor organizing or community organizing experience a plus.

Location:
Hempstead, NY

Compensation:
60,000-75,000 plus benefits

To apply:

Send resume and cover letter, stating why you believe you would be a good fit for this position, with the subject line, "Membership Coordinator" to: hofstraaaup.president@gmail.com.

AAUP is an equal-opportunity employer and committed to equal opportunity for all employees and applicants and encourages applications from all qualified candidates. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected category recognized by state, federal or local laws. Applications will be reviewed starting immediately and continue until the position is filled.