

MASSACHUSETTS TEACHERS ASSOCIATION

VACANCY NOTICE

August 5, 2010

The position of Director of Higher Education is currently available. If you are interested in applying for this opportunity, please notify Human Resources in writing by Friday, August 20, 2010.

POSITION DESCRIPTION

TITLE: Director of Higher Education

DIVISION: Affiliate Services

DESIGNATION: Non-Unit

REPORTS TO: Executive Director-Treasurer

MAJOR RESPONSIBILITY:

The Director of Higher Education provides staff leadership to achieve the goals of MTA's higher education membership within the framework of MTA's Strategic Action Plan.

ESSENTIAL FUNCTIONS:

- Develops and implements a staff program of regular contact with local affiliates to continually assess their needs.
- Develops a plan for staff assignments to local associations for contract negotiations, contract maintenance, organizational development, membership organizing and engagement, membership involvement in grassroots electoral and legislative activities, and the delivery of all MTA/NEA services. Supervises assigned staff, conducts performance reviews and makes employment related recommendations.
- Formulates legislative plan that engages members in identifying and developing positions on higher education legislative issues and that achieves success in the legislative process through grassroots election activity and lobbying. Coordinates legislative plan with MTA's Director of Governmental Services. Lobbies executive and legislative branches.

- Serves as the primary staff contact with state higher education officials on higher education matters.
- Implements MTA's Strategic Action Plan.
- Carries out administrative tasks to ensure efficient operations and adherence to budget.

SPECIFIC RESPONSIBILITIES:

- Fosters a team environment.
- Reviews staff assignments on a regular basis to insure an equitable and effective distribution of the workload among the staff.
- Provides direct assistance to staff as necessary.
- Communicates needs for legal assistance to the General Counsel.
- Identifies potential members or membership problem areas and service needs and informs the Executive Director-Treasurer.
- Assists in membership campaigns at the statewide and regional levels.
- Assists in the dissemination of membership materials and in gathering information on continuing membership.
- Establishes positive relationships with political, civic and community leaders, identifies and participates in organizations which influence higher education issues, and works to build support for the Association and its members with these leaders and organizations.
- Monitors expenditures and makes budgetary recommendations.
- Works cooperatively with all MTA Divisions to assist with the delivery of MTA/NEA services to the membership.
- Identifies the training needs of members and develops higher education training programs to address those needs.
- Identifies the training needs of executive and support staff and coordinates with the Director of Human Resources to address those needs.
- Assumes responsibility for special project assignments as determined by the Executive Director-Treasurer.
- Maintains accurate information on locals including local officers, status of contracts and membership enrollment.
- Assesses and communicates technology needs of executive and support staff to the Executive Director-Treasurer.
- Carries out Association policies and personnel procedures.
- Assists in the development of and administers the higher education budget.
- Serves as consultant to member and staff committees as assigned.
- Attends MTA Executive Committee meetings and Board of Directors meetings as required.
- Performs related functions as directed by the Executive Director-Treasurer.

MINIMUM QUALIFICATIONS:

- Bachelor's degree required; Master's degree preferred.
- Experience in representing public sector unions; specific experience in public sector contract negotiations, contract enforcement, lobbying, and organizing preferred.
- Demonstrated willingness and ability to work in a positive, creative and productive manner with staff and elected leaders.
- Experience in political and community action.
- Experience in organizing and a commitment and ability to work on the creation and implementation of political action programs.
- Ability to effectively motivate and lead staff, elected leaders and members.
- Knowledge of the laws and regulations which relate to the membership, affiliates and the MTA.
- Proven leader with ability to make swift, sound decisions.
- Proficiency with Microsoft Office, e-mail systems or other proprietary software.
- Ability to respond to situations in various geographic locations on short notice.
- Supervisory experience required.
- Excellent interpersonal skills. Demonstrated written and verbal communication skills.
- Effective public speaker.
- Personal automobile and Massachusetts driver's license.
- Willingness and ability to work long hours, nights and weekends, and to travel statewide and nationally as required.

The MTA may waive any qualifications if it is in the best interests of the Association.