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### PSUFA Job Description

<b>Job Title:</b> PSUFA Secretary	<b>Position Title:</b> Secretary
<b>Reports to:</b> Executive Council	<b>% Effort or Wkly Hrs:</b> 15-20 hours
<b>Date:</b> 25 October 2016	<b>Salary/Stipend:</b> \$1,200 per month

**Position Overview:** The Secretary shall be the custodian of the records of the union and is a member of the Executive Council.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

1. Issue notices (e.g. via MailChimp), collect mail (e.g., PO Box and office box), and answer/forward general correspondences (e.g., mail, phone, email);
2. Be the custodian of the seal and charter of the local;
3. Maintain the PSUFA website, PSUFA Calendar, and PSUFA general phone number;
4. Keep open office hours one day a week in the PSUFA office (e.g., 2-4 hours per week);
5. Update membership database (KNACK) and listserv (MailChimp) lists monthly (at least), in concert with the Treasurer and VP of Membership;
6. Copy and send new membership forms to PSU HR (2x a month);
7. Record and distribute agendas and minutes of Executive Council (EC) and general membership meetings;
8. Keep and organize union records (physical & digital files), available at all times for the EC and other committees;
9. Make room reservations for PSUFA-related events and meetings;
10. Attend monthly Executive Council meetings and other committee meetings as needed;
11. Serve as a committee member on one of the Benefits committees with the president;
12. Meet with members and answer questions (e.g., in person, phone, and email);
13. Collect and prepare benefit fund applications for benefit-specific committees to review each term (e.g., Health, Professional Development, and Education);
14. Serve as a committee member on the PSUFA Orientation & Onboarding Task Force.

**Supervision Received:** Serves on behalf of the PSUFA membership and reports to Executive Council.

**Supervision Exercised:** Committees that are chaired and event coordinator of Adjunct Day.

**Qualifications & Skills:**

Education: Masters or equivalent.

PSUFA member in good-standing (Due-Share).

Skills:

- Excellent spoken and written communication skills via in-person, phone, and email;



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- Excellent organizational, planning and time-management skills;
  - Excellent computer/technical skills with a variety of software and platforms;
  - Accuracy and attention to detail and ability to handle multiple tasks simultaneously;
  - Ability to work under pressure, listen well, meet deadlines, and problem solve;
  - Tact and discretion with confidential information;
  - Politeness and professionalism when working on behalf of PSUFA;
  - Ability to work independently and as part of a team;
  - Related work experience in a union and/or interest in union work an asset.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.