

ALABAMA EDUCATION ASSOCIATION  
**UniServ Staff Vacancy**  
**Staff Posting**

**Title**

UniServ Director

**Position Available**

UniServ District 3 (Madison City, Madison County, Calhoun Community College)

**Qualifications**

- Bachelor's degree
- Ability to develop and implement/coordinate an effective membership recruitment and retention program
- Ability to work independently and in a collaborative/team environment
- Effective consulting, training, and presentation skills
- Strong problem-solving and conflict-resolution skills
- Good written and verbal communication skills
- Good organizing skills
- Ability to relate to and work well with people
- Interest in and ability to become involved in legislative and political action activities
- Basic understanding in the use of computer software programs such as word processing, spreadsheets, and database applications
- A valid Alabama Driver's License

**General Duties**

- To provide leadership and assistance for the local association(s) which comprise the UniServ District
- To advance the programs and promote the goals of the local associations, the AEA, and the NEA consistent with applicable policy

**Residence**

- Must be willing to reside in the district to be served

**Accountability**

- Employee will function under policies adopted by the AEA Board of Directors and will be accountable to AEA executive officers and administrative staff

**Physical Requirements**

- This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 20 pounds. The position requires the ability to travel locally, regionally, and nationally.

**Salary**

- Salary as per established negotiated agreement

**Fringe Benefits**

- Annual Leave
- Sick leave
- Retirement same as public school employees
- Certain Holidays, including a week for Christmas
- Medical insurance and a contribution toward dental and vision insurance
- Accidental death insurance coverage while on Association business

**Application Deadline**

- Until Position is Filled

**For Application and Further Information Contact:**

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