The Campus Faculty Association is hiring a staff coordinator to replace the departing incumbent. Please share the job announcement below with any qualified candidates.  
   
**Seeking a Staff Coordinator for the Campus Faculty Association**

The Campus Faculty Association (CFA) is a membership organization at the University of Illinois at Urbana-Champaign. The CFA aims to create an open and democratic university by balancing the power of the administration with a strong faculty voice through an open process of collective bargaining.

We have an opening beginning December 15, 2013, for a 12-15 hour per week staff person. Working hours are somewhat flexible. The deadline for applications is Tuesday, December 24 at 5 p.m.  To apply please send via email a short cover letter and a resume with contact information for two references to: [campusfacultyassoc@gmail.com](mailto:campusfacultyassoc@gmail.com)    (use this email address to request further information).

Details of the position:

**Duties include:**

         coordinating, attending and keeping minutes of CFA meetings

         maintaining and operating the CFA listserv and website

         maintaining organizational records

         planning, publicizing and logistics for public events

         corresponding and liaising with union/community groups,

         overseeing the production of CFA literature and publicity materials

         maintaining and updating our membership database

         working with CFA members and partners on designated projects

         carrying out other tasks as delegated by the CFA President in support of the work of the organization

**Required Skills:**

Written and verbal communication

Research: online, library, archival

Creation and maintenance of administrative systems

Facility with computer technology: web page management, social media, e-mail, listserv, spreadsheets, word processing

Ability to work independently but within the framework of organizational requirements

A background in union issues and organizing as well as an understanding of academic institutions, particularly UIUC, would be an advantage  
Compensation will be at a competitive hourly rate, supplemented by a health insurance contribution.

**Deadline for applications: Tuesday, December 24, 2013, 5 p.m.**

 CFA is an equal opportunity employer.  
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