

## OCSEA Job Posting

**Send Cover Letter, Resume and Completed Application** to: Wanda Madison, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or [wmadison@ocsea.org](mailto:wmadison@ocsea.org). Obtain Application at [www.ocsea.org](http://www.ocsea.org) (at the bottom of the page under “employment”)

### **Director Union Education Trust Exempt**

Department: Union Education Trust

Reports To: Chief of Staff

Position Objective: Manage UET programs, design and develop UET policies and implement UET strategic initiatives to achieve UET goals, with primary emphasis on program development, program evaluation and coordinating special UET programs with labor/management committees.

#### **Manages UET Programs By:**

Planning, directing, developing and monitoring UET programs;

Identifying education providers to participate;

Prepare RFPs and evaluate potential vendors, develop and monitor curriculum, program budgets and monitor projects progress;

Develop and monitor policies to ensure programs achieve the intended outcomes;

Consult with union and agency leaders to prepare requests for educational assistance to promote joint labor/management relations, work redesign initiative or agency specific projects.

#### **Evaluates UET Programs and Procedures By:**

Directing and developing the implementation of an evaluation strategy for UET outcomes;

Prepare evaluation reports and communicate results with UET stakeholders identifying areas for improvement and prepare recommendations to present to UET stakeholders.

#### **Negotiate Contracts By:**

Conducting research to identify best practices and cost savings for education programs preparing contract documents;

Conduct negotiations with vendors to ensure UETs interest are protected and goals are achieved;

Manage and direct the UET staff;

Plan, develop strategies and implement systems and processes to achieve UET goals;

Attend UET Trustee meetings;

Other related duties as assigned.

**Minimum Qualification:**

Completion of Masters Degree in human resource development or education, or a Bachelor's Degree in a related field with three years experience in administering diverse adult education programs. Two years experience in labor-management relations including knowledge in collective bargaining and organizing model of unionism.

Must exhibit ability to apply good management skills and develop adult education policy and programs.

Must exhibit ability to do extensive research and program development. Must possess excellent writing and speaking skills. A working knowledge of adult learning principles and techniques as well as administration of education programs is required.

Expertise in Microsoft Word, Power Point and Excel and a valid driver's license is required. Ability to travel occasionally required.

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**Starting Salary:** \$115,000