

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Labor Relations/Equal Opportunity Assistant
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	80001 - Gen Counsel
<b>Advertised Salary:</b>	\$40,000 - \$48,000; Salary commensurate with education, experience, and other requirements, etc. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Non-Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	Provide secretarial support to Labor Relations and Equal Opportunity. General office support duties as needed.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Associate's Degree or an equivalent combination of related work experience.  The requirements listed are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered.
<b>Required Work Experience:</b>	Two years full-time secretarial work experience. Demonstrated experience with the operation of word processing, spreadsheet, database, or presentation programs
<b>Required Licenses and Certifications:</b>	

<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Moving</li> <li>• Sitting</li> <li>• Repetitive Movement</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	<p>Associate's Degree in business, legal studies or human resources. Any experience above the stated minimum.</p> <p>Work experience in legal, human resources, labor relations or equal opportunity/affirmative action. Proficiency with Microsoft Office Suite.</p>
<b>Essential Duties/Responsibilities:</b>	<p>Provide office support as assigned, including: maintain appointment calendars, handle correspondence (i.e. review incoming mail, track deadlines, assemble materials to facilitate response, independently answer routine correspondence, draft non-routine correspondence for review) arrange meetings, make travel arrangements, receive visitors, answer telephones, respond to routine inquiries, and type draft and final correspondence, agreements, or other documents. Create and maintain databases to support assigned functions. Maintain appropriate systems necessary for the assigned areas of responsibility.</p> <p>Demonstrate institutional commitment to diversity and non-discrimination through educational programming and provision of information to students, faculty, and staff regarding the University's non-discrimination policies and complaint procedures.</p> <p>Demonstrate an understanding of diversity, equity and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Screen inquiries from a variety of internal and external sources and respond as appropriate.</p> <p>Conduct labor market surveys and related activities; assist with collective bargaining negotiations and maintenance of agreements.</p> <p>Conduct compliance audits and analyze data necessary for federal and state reporting requirements and consistent with the institution's commitment to diversity and non-discrimination.</p> <p>Prepare PowerPoint presentations and training materials for use during special events and/or training sessions.</p> <p>Perform any additional duties as assigned within the position classification area including but not limited to special projects.</p> <p>Reports directly to the General Counsel.</p> <p>Responsible for maintaining the confidentiality of designated information.</p>
<b>Marginal Duties/Responsibilities:</b>	

<b>Skills and Abilities:</b>	<p>Communicate effectively both orally and in writing.</p> <p>Demonstrate initiative and sound judgment in the development of systems to assigned areas.</p> <p>Independently develop and maintain spreadsheets and databases.</p> <p>Prepare quality presentations from software programs.</p> <p>Operate specialized equipment such as computers, typewriters and photocopiers.</p> <p>Plan, organize, and make sound, independent judgments and decisions.</p> <p>Prioritize and work on multiple projects at the same time.</p> <p>Respond appropriately, efficiently, and positively to direction from supervisors and others.</p> <p>Successfully interact with a diverse group of staff, students, and visitors in a variety of situations.</p> <p>Utilize the rules of proper grammar, correct spelling and punctuation, and proper arrangement of information (form and format) when preparing correspondence and documents.</p> <p>Work cooperatively in a fast-paced, demanding atmosphere.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity and inclusion.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> </ul>
<b>Optional Documents:</b>	Unofficial Transcript 1
<b>Special Instructions to Applicants:</b>	<p>Transcript 1 (OPTIONAL): Applicants who have completed college coursework or attained a degree must attach a copy of unofficial transcript.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
<b>Initial Application Review Date:</b>	June 26th, 2023
<b>Open Until Position is Filled?:</b>	True
<b>Posting Close Date:</b>	
<b>Contact Information:</b>	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150,

	Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a> .
<b>EEO Statement:</b>	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a> . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University’s Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a> .