



UNIVERSITY OF TORONTO
faculty ASSOCIATION

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Executive Director

The University of Toronto Faculty Association (UTFA), one of the largest faculty associations in Canada, promotes the welfare of current and retired faculty and librarians of the University of Toronto and supports the advancement of education and research in Canadian universities.

Duties:

- To advance the aims and objectives of UTFA as a member-led labour organization and to facilitate strategic planning.
- To assist and advise the officers in their tasks, such as communications, grievance matters, salary and policy negotiations, equity and appointments matters, and outreach to members.
- To strengthen the Association's presence within the University and develop relationships with other local, provincial, national and international higher education and labour associations and bodies that pursue similar objectives.
- To manage the Association's office and staff, including unionized staff.

Qualifications: The successful candidate will hold a university degree or its equivalent and will be thoroughly acquainted with the postsecondary sector in Ontario. A demonstrated commitment to the advancement of labour organizations and experience with a range of labour negotiations are required. The individual must be comfortable in an academic environment. Also required is a commitment to the principles of equity and diversity and to the core academic values of fairness and academic freedom and responsibility. The successful candidate will have:

- outstanding leadership, management, analytical, and written and oral communication skills;
- superb interpersonal skills and sound judgment;
- a high degree of personal initiative;
- the ability to work both independently and collaboratively, and to supervise others effectively;
- the capacity to be self-directed, flexible, and discreet;
- a working knowledge of IT, human resources, and financial management.

For a more detailed job description, please visit the UTFA website at <https://utfa.org/edjd>.

The University of Toronto Faculty Association is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Interested applicants should submit a résumé with cover letter addressed to the ED Hiring Committee via email to faculty@utfa.org. **No telephone inquiries please.**

Closing date:

Tuesday, August 7, 2018

Source URL (modified on Jul 10 2018):<https://www.utfa.org/content/executive-director-posting>