

May 13, 2024

Job Posting (Internal and External)

Position Title: Collective Bargaining Support Assistant (Finance)

Position Type: Casual Part-Time Appointment

Term Length: maximum 100 hours (approx. to 10 hours weekly for 10 weeks)

Expected Start: Early July 2024

Application Deadline: May 31, 2024

The Carleton University Academic Staff Association (CUASA) is the certified trade union representing approximately 1,000 faculty, instructors, and professional librarians at Carleton University. Originally founded in 1952 and certified in 1975, the Association is the oldest union for academic staff in Ontario.

CUASA is seeking a Collective Bargaining Support Assistant (Finance) to assist in collective bargaining preparations. The CBSA will be tasked with supporting CUASA staff and volunteers in preparing financial analyses related to upcoming negotiations. Expected tasks may include analyzing and interpreting financial documents (including publicly available budgets and audited statements), drafting reports or statements on findings, and any other tasks that may arise.

The ideal candidate will have a bachelor's degree in business, commerce, finance, accounting, or a similar field and demonstrated experience analyzing financial documents.

A job description and list of qualifications can be found below.

The Carleton University Academic Staff Association is an equal-opportunity employer. Members of equity-seeking groups are encouraged to self-identify. Women, workers of colour, workers with disabilities, gay, lesbian, bisexual, queer and transgender (LGBTQIA2+) workers, Indigenous workers, and workers of any other equity-seeking groups are encouraged to apply for this position.

The starting salary for this position is \$29.20 per hour (under review). This position is a unionized position and governed by the CUASA-Unifor Local 567 collective agreement.

Please note: CUASA staff currently work remotely. The successful candidate should expect to work primarily remotely but may occasionally be expected to work in-person at the Carleton University campus. Accordingly, the successful candidate should reside at a reasonable commuting distance from Carleton University. Working arrangements are subject to operational requirements and the terms of the collective agreement.

Applications must be received by May 31, 2024, at 4:00 PM. Applicants must include a cover letter (max. 1.5 pages) and CV in a single PDF. Applications should be sent to the attention of the Hiring Committee to staffadmin@cuasa.ca. Please direct any questions to the same email.

Job Description: Collective Bargaining Support Assistant (Finance)

Reporting Lines: Reports to and works under the general direction of the President or designate, normally via the Executive Director.

Duties and responsibilities:

- a. Analyzing and interpreting financial documents (including publicly available budgets and audited statements).
- b. Reporting findings to the Collective Bargaining Committee.
- c. Any other duty that the President may request.

Qualifications:

- a. A bachelor's degree in business, commerce, finance, accounting, or a similar field
- b. Demonstrated experience analyzing financial documents.
- c. Superior interpersonal and communication skills in English (written and verbal). Knowledge of French is not required.