

FULL-TIME
PROFESSIONAL SUPPORT STAFF VACANCY
VACANCY POSTING

TO: LOCAL AND COUNCIL PRESIDENTS
EXECUTIVE BOARD MEMBERS

FROM: Dan Montgomery, President
Illinois Federation of Teachers
P.O. Box 390
Westmont, Illinois 60559

DATE: February 9, 2022

POSTING: FULL-TIME PROFESSIONAL SUPPORT STAFF
NORTHERN REGION ASSIGNED TO THE CREST HILL OFFICE

As per the Illinois Federation of Teachers By-Laws Article VI, I hereby post a full-time professional support staff vacancy in the Northern Region to be initially assigned to the **Crest Hill Office effective on or after February 28, 2022**. Job qualifications and duties for this position are listed on attachments. Those interested in the above listed position should understand that...

- (1) application is made by sending a letter and current resume to the attention of Barb Latta at the address above or by e-mail to blatta@ift-aft.org **no later than Tuesday, February 22, 2022** ;
- (2) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (3) interviewees will be selected from the application letters with current resumes received in the Westmont General Office;
- (4) interviews will be conducted in the Westmont Office or via video conference;
- (5) employment will begin as per a mutual agreement between the successful applicant and the IFT;
- (6) salary and benefits as per experience and the contract between the IFT and IOU/CNG.

Any questions regarding the vacant position may be directed to the attention of Kathy Shaevel by telephone at 630/468-4055 or e-mail at kshaevel@ift-aft.org.

Attachment: Job Qualifications and Main Functions

ILLINOIS FEDERATION OF TEACHERS

OFFICE SUPPORT STAFF

JOB QUALIFICATIONS

1. Applicant must be able to work with diverse groups of people and demonstrate a positive attitude.
2. Applicant must be able to handle multiple tasks/projects.
3. Applicant must be able to work with minimal supervision.
4. Applicant must demonstrate superior general clerical and secretarial skills.
5. Applicant must demonstrate knowledge and ability to use word processing, database and spreadsheet programs.
6. Applicant must be able to work independently and effectively
7. Applicant must demonstrate superior computer skills and software knowledge.

ILLINOIS FEDERATION OF TEACHERS

OFFICE SUPPORT STAFF

MAIN FUNCTIONS

1. Coordinate and organize work as directed by assigned professional staff.
2. Coordinate assigned activities and duties.
3. Maintain files and records of assigned activities and duties.
4. Communicate regularly to assigned professional staff.
5. Communicate with co-workers and others as assigned.
6. Report directly to assigned professional staff.
7. Follow directives of the president and executive assistant and other administrators.