



A Union of Professionals

FULL-TIME PROFESSIONAL SUPPORT STAFF VACANCY

**TO: Local & Council Presidents
Executive Board Members
External Candidates**

**FROM: Dan Montgomery, President
Illinois Federation of Teachers**

DATE: October 24, 2024

**POSTING: FULL-TIME PROFESSIONAL SUPPORT STAFF - REGION AND OFFICE
ASSIGNMENT – NORTHERN REGION - SCHAUMBURG 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 Schaumburg office, **effective on or after January 1, 2025**. Job qualifications and duties for this position are listed in the attachments. Those interested in applying for the above listed position should understand that:

- (1) application is made by sending a letter and current resume to the attention of Barb Latta by e-mail to blatta@ift-aft.org, no later than **Tuesday, November 12, 2024**;
- (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 by the deadline;
- (4) **initial** interviews will be conducted in the IFT Westmont Office or via Zoom;
- (5) employment will begin as per 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;
- (7) Illinois Federation of Teachers is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law.

Questions regarding the vacant position should be directed to Nick Christen by telephone at 630.468.4055 or e-mail at nchristen@ift-aft.org.

Attachments: 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.