Administrative Director

The Association of Professors of the University of Ottawa (APUO) is a certified union representing full-time faculty members, professional librarians, language teachers and continuing special appointments professors employed at the University of Ottawa. As a union, the APUO's principal functions are to negotiate the Collective Agreement and to ensure that the rights of its members under the Collective Agreement and the law are protected on a day-to-day basis.

The APUO invites applications for the full-time, permanent position of **Administrative Director**. Applicants should be self-motivated, highly skilled, and capable individual that can work both individually and within a team. Partial telecommuting is allowed.

All applicants must provide an up-to-date CV, and a cover letter that clearly indicates how and why they meet the required qualifications. Short-listed candidates will be asked to provide copies of degrees and certification, if applicable, as well as the contact details for three references.

PRIMARY DUTIES AND RESPONSIBILITIES:
Working collegially with members of the APUO Executive Committee and other APUO staff, the Director acts as advisor, consultant and resource person to the President and other officers. The Director works to ensure operational continuity and knowledge transfer when there are changes in membership on FA committees.

The Director manages the day-to-day operations of the APUO and supervises the staff.
Duties:

- Establish good working relationships and collaborative arrangements with the Association's officers, directors, members and staff.
- Attend all meetings of the Executive Committee, Board of Directors and of the membership (General Assemblies), and give regular reports.
- Report regularly to the President and the Executive Committee on the management of APUO personnel.
- Establish good working relationships and collaborative arrangements with other local, provincial and national higher education associations, with labour associations and other bodies that pursue similar objectives.
- Attend relevant OCUFA and CAUT meetings or workshops, as well as inter-union meetings as required.
- Help create an environment in which Executive Committee members can productively pursue goals consistent with a member-led organization.
- Advise and provide assistance to APUO officers, committee chairs and members in their tasks.
- Potentially serve on Employer-APUO Joint Committees.
- Advise on all communications.
- Any other duties delegated by the President or designate.

Administration

- Oversee the day-to-day operations of the Association.

- Supervise the APUO staff.
- Manage the Association office including determining staffing requirements and the implementation of human resource policies, procedures, practices, and training modules, including the development of job descriptions for all staff.
- Facilitate strategic planning for the operations of the Association.
- In collaboration with the Policy, Governance and Administration Officer and the APUO Treasurer, supervise the administration of funds, payroll, audit functions, bookkeeping tasks, budget creation and financial analyses.
- In collaboration with the Policy, Governance and Administration Officer, ensure that the Association carries appropriate and adequate insurance coverage (risk management) and develop and maintain institutional knowledge documentation.
- Monitor various lists and databases including monthly deductions of members' dues, collective agreement deadlines and responsibilities.

Consultations and Grievances

- Carry out initial consultations on any subject with potential, current and past union members.
- Work in close consultation with the Grievance Officers and Legal Counsel, and assist where necessary.

Collective Bargaining

- Interpret the Collective Agreement.
- Assist in varying degrees in the preparation for collective bargaining and the actual bargaining process.
- Update the Collective Agreement language following bargaining.

QUALIFICATIONS:

The successful applicant will:

- Have an undergraduate degree or equivalent.
- Possess excellent spoken and written English and French.
- Be acquainted with the postsecondary sector provincially and regionally, and comfortable in an academic environment.
- Have the ability to supervise others with humanity and efficiency.
- Have a working knowledge of IT, human resources, and financial management.

Assets

- Have a demonstrated commitment to the advancement of labour organizations and have experience with a range of labour negotiations.
- Have a demonstrated commitment to the principles of equity, diversity, and inclusion (EDI) and to the core academic values of fairness and academic freedom, collegial governance and responsibility.
- A demonstrated knowledge of union and board governance.

Competencies

- Excellent interpersonal skills, sound judgment, deep respect for everyone, and the ability to exercise diplomacy.
- A high degree of personal initiative.
- Outstanding leadership, management, and analytical skills in a collaborative work environment.
- The ability to work both independently and collaboratively.
- The ability to facilitate partnerships and collaboration to build consensus on complex issues.

ADDITIONAL INFORMATION

- Reports to the APUO President
- Status: 35hrs/week, permanent.
- The salary range is $132,803 to $230,099 per year with an excellent benefits package, including a defined benefit pension plan.
- Partial telework.
- Start Date: As soon as possible

Applicants should send a cover letter and resume by noon on December 4, 2026 to the interim Administrative Director, Michel Desjardins at michel@apuo.ca with "Administrative Director Position" as the subject line.

We thank you for your interest but only candidates selected for an interview will be contacted.

We are supportive of workforce diversity and encourage applications from all qualified individuals. Workers of colour, women, Aboriginal workers, LGBTQ2+ workers and workers with disabilities are encouraged to apply.