Position Description

Title: Staff Councilor
Type: Volunteer/Service

Summary
Acts in a responsible professional manner as a representative of the Staff Council in accordance with Staff Council and University policies and procedures, bylaws and constitution. Advocates for improving the working lives of staff at the University of New Mexico

Duties and Responsibilities

- Communicates and represents constituents through two-way communication of policies, information, etc.
- Maintains objectivity and a collective Staff Council voice
- Treats all persons with respect, fairness and courtesy
- Nurtures leadership, education, advocacy, diversity and service (LEADS)
- Attends all monthly Staff Council meetings and participates in a minimum of one committee
- Maintains an active commitment to Staff Council by following through with support
- Participates in ongoing training and professional development
- Maintains commitment to the goals of Staff Council

*Precinct Representative
- Is elected in even-numbered years, with a 2-year term.
- Represents and advocates for the respective precinct at staff venues

*Grade Representative
- Is elected in odd-numbered years (30 grade levels represented), with a 2-year term
- Represents and advocates for the respective job grade at staff venues

Minimum Job Requirements

- .5 FTE Staff assignment at UNM
- Desire to give back to UNM staff community
- Commitment of 12 hours per month (UNM Staff Council Constitution and Bylaws, Staff Council UBPPM Policy 1150)

Knowledge, Skills and Abilities Required

- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to compose and edit written materials.
- Ability to use independent judgment and to manage and impart information to a range of clientele.
- Knowledge and understanding of the guiding principles for employment diversity in higher education.
- Knowledge and understanding of higher education and/or public sector employment processes.
- Knowledge of organization structure, UNM strategic plan and Staff Council strategic plan
- Effective speaking and writing skills and the ability to address small and large groups
- Make a difference
- Connect with your community
- Use your skills in a productive way
- Expand your horizons