



CUPE Local 4207 represents Brock University's Teaching Assistants, Marker/Graders, Lab Demonstrators, Course Co-ordinators, part-time Instructors, full-time Co-ordinators in ESL Services, and all ESL Instructors.

The local is seeking a **Grievance Scanner** for up to 40 hours.

Terms of Appointment

Casual, without fixed schedule.

Duration: April 17, 2017 until completion of 40 hours.

Pay: \$25 per hour

Qualifying Requirements:

Applicants should:

- be familiar with the collective agreements of CUPE 4207
- have knowledge of the grievance process
- have experience handling confidential material
- have administrative/scanning experience
- follow CUPE constitution and CUPE Equality Statement (https://cupe.ca/sites/cupe/files/2015_equality_statement.pdf)
- be a CUPE 4207 member

General Description of Duties may include:

- scan grievance material from 2015 to present and input into LabourWare
- have each grievance labelled by Unit (1, 2, 3) and type (ex. Job posting, RWLEP)
- other related tasks.

Application

CUPE 4207 strongly encourages members of equity seeking groups to apply.

Please submit a resume and cover letter by **April 14, 2017**. Email your application to cupe4207@brocku.ca or submit hard copies to CUPE 4207, MCC 402 (if office is closed please drop off in mailbox next to the office door).

CUPE 4207
MCC402
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