

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
49 Mobile Drive, Toronto, Ontario. M4A 1H5

JOB POSTING
Articling Student [10 Month Contract]

The Ontario Secondary School Teachers' Federation is seeking the services of an individual to serve as Articling Student starting August, 2024. This is a unionized position.

PART 1 – POSITION SUMMARY

The OSSTF/FEESO legal department specializes in education labour law on behalf of 60,000 English and French education workers who are employees of school boards, universities and other educational institutions in Ontario. Articling work would involve litigation and legal support in the areas of: Grievance Arbitration, Professional Regulatory complaints, Labour Board matters, Human Rights, Employment Standards, Workers' Safety and Insurance, Long Term Disability, Occupational Health and Safety, Civil Litigation, Pensions and Collective Bargaining. OSSTF encourages applications from students with a demonstrated interest in union side labour law.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

- Draft legal submissions, administrative tribunal applications and responses, as well as pleadings and facts.
- Interview witnesses and grievors.
- Regularly accompany our lawyers to hearings before administrative tribunals and courts.
- Conduct legal research.
- Appear at grievance arbitrations and before various administrative tribunals.

PART II – POSITION REQUIREMENTS

EDUCATION, TECHNICAL SKILLS AND CERTIFICATION

- Academic achievement and a demonstrated interest in union-side labour law.
- Students who demonstrate initiative and self-reliance.
- Ability to communicate in a sensitive and courteous manner with members, office staff, stakeholders and general public.
- Ability to meet tight deadlines and to work under pressure while effectively managing multiple projects/tasks of varying complexities.
- Understanding of and commitment to confidentiality.
- Bilingualism (English & French) would be considered an asset.

SALARY, BENEFITS AND WORKING CONDITIONS

- Competitive compensation [as per the collective agreement] for this ten (10) month contract, with additional benefits.
- The employer will contribute to an RRSP of the member's choice at a rate equivalent to the employer contributions under OMERS.

APPLICATION REQUIREMENTS

Please submit your covering letter, undergraduate and law school transcripts and résumé **by 5:00 p.m., Friday, June 30, 2023 to:**

Chris Goodsir, General Secretary
Ontario Secondary School Teachers' Federation
49 Mobile Drive, Toronto, ON, M4A 1H5
Marked "Personal and Confidential"
Fax: (416) 981-7808
Email: careers@osstf.ca

Please quote "articling student" in the subject line.

Your application will be reviewed and we will select candidates to call for interviews on **Friday, July 21, 2023.**

Interviews will be conducted on Monday, August 14, 2023.

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of First Nations, Métis, and Inuit and equity-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please fill out the attached Applicant Voluntary Self-Identification Questionnaire.

Applicant Voluntary Self-Identification Questionnaire

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of OSSTF/FEESO members and our communities. We actively seek and welcome applications from members of First Nations, Métis, Inuit and/or equity-seeking groups.

OSSTF/FEESO values the participation of individuals with various lived experiences. As part of our commitment to our *Action Plan to Support Equity, Anti-Racism and Anti-Oppression* all applicants are invited to complete the Applicant Voluntary Self-Identification Questionnaire. This questionnaire is voluntary, and you may choose to skip the questionnaire or select "Prefer not to answer" to any of the questions. All information collected is confidential and will only be used to support OSSTF/FEESO's efforts to cultivate a diverse workforce. If you have any questions about the questionnaire, please contact our Human Resources Manager.

- 1) Do you self-identify as First Nations, Métis, and/or Inuit?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 2) Do you self-identify as a member of a racialized community?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 3) Do you self-identify as a person living with a disability?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 4) Do you self-identify as a woman or as gender diverse?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 5) Do you self-identify as 2SLGBTQI+ (Two-Spirit, **L**esbian, **G**ay, **B**isexual, **T**ransgender, **Q**ueer, **I**ntersex)?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer