



**Position Description**

**Effective Date: 11/1/17**

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Job Title: Tier One Assistant Coordinator

Department: Legal

Reports to: Tier One Coordinator

**General Purpose of Position:**

Southwest Airlines Pilots Association is one of the largest independent labor unions representing over 9,000 pilots, is hiring a Tier One Assistant Coordinator. This position will assist the Tier One Coordinator in supporting the Legal/Labor union grievances and arbitration proceedings.

**Essential Job Functions:**

- Responsible for maintaining arbitration database for grievances and arbitration docket.
- Analyze and provide regular reports on status of grievances and arbitration hearings.
- Provide case preparation support for arbitration hearings.
- Assist in coordinating all arbitration hearings, including arranging for travel/hotels for attendees (e.g., arbitrators, board members, attorneys, witnesses, and court reporters) and setting up arbitration hearing conferences.
- Maintain and process arbitration decisions and settlements to ensure SWAPA stakeholders are notified.
- Update arbitrator resumes and fee schedules. Research new candidates for panel. Communicate effectively with arbitrators on schedules.
- Provide other administrative functions, as needed.
- Other duties as assigned

**Qualifications:**

- 1-5 years of experience in grievance and arbitration process
- Outstanding organizational skills and attention to detail
- An understanding of the airline industry and/or airline union
- Must be able to take notes in meeting setting
- Must be well organized
- Experience with document archiving and production processes
- Access or Database equivalent
- SharePoint
- MS Office Suite

**Education:**

- Bachelor's Degree (preferred) or equivalent work experience

**License/Certification:**

- N/A



Southwest Airlines Pilots Association is an Equal Opportunity Employer

Physical Abilities:

- Able to lift 25 lbs. unassisted. This would require lifting files, bending and standing as necessary.

Other Qualifications (including knowledge, skills, general abilities, mental demands, attributes and/or work styles):

- Must be able to travel occasionally and work overtime if necessary.
- Must be able to work as part of a team and interface with employees at all levels.
- Must be a U.S. citizen or have the authorization to work in the United States, as defined by the Immigration Act of 1986.

Send resumes to [jcama@swapa.org](mailto:jcama@swapa.org)