

Vice President

Who is RU LERA?

We are a group of students focused on the development of labor practices through education. We create networking opportunities for our members and working professionals. RU LERA is an award-winning non-profit organization that was founded in the Fall of 2014. We aim to provide workshops and events that promote the engagement of labor topics, research, legal matters and exchanges regarding people and the workplace.

Overview:

We're currently seeking a Vice President to join our executive board. The Vice President is responsible for supporting the President and other board members when needed. They are the second-in-command and assist the President in their overarching plan for the long-term success and oversight of the entire organization.

What you'll be doing:

- Assist the President in coordinating board meetings and creating board meeting agendas
- Co-moderate with the President for events
- Support board members when there are possible challenges or special situations
- Interview potential board members and handle onboarding and training
- Handle the President's duties in their absence

What makes you qualified:

- Enrolled as a undergraduate or graduate student at Rutgers University
- Interest in labor relations, employee relations, or human resource management as a career
- Experience with Eventbrite, Canva, and Google Suite
- You have excellent verbal and written communication skills
- You possess great time management skills and the ability to prioritize tasks
- You're a team player with the willingness to work collaboratively alongside peers

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