



LABOR RELATIONS INTERN

Department: Labor Relations
Unit: 5080

Supervisor's Title: Deputy Director,
Labor Relations

ESSENTIAL JOB TASKS

Under the supervision of Labor Relations Department in-house attorneys, law student interns working in Labor Relations shall be involved in the following:

- Assist in researching whether management decision/policies violate relevant collective bargaining Agreements and/or state labor laws.
- Assist operating and support units with gathering, reviewing, copying etc. documentation needed for grievance hearings and labor-related litigation.
- Assist with resolution of union grievances to include, but not limited to, analysis of settlement options, preparation, and presentation of management position during required collective bargaining Agreement grievance hearings and drafting of grievance hearing responses.
- Assist with development of labor relations training for managers.
- Assist with collective bargaining negotiations to include, but not limited to, analysis of contractual language, analysis of past practices, and research of relevant data outside of Massport i.e., wage comparisons, job descriptions, benefits packages, and draft proposed contractual language.
- Attend, when appropriate, meetings between management and Union representatives and/or internal management meetings.
- Assist with arbitration case preparation and/or Massachusetts Department of Labor Relations (DLR) cases and when possible, attend such arbitration/DLR state hearings.
- Assist with any other labor relations matters as directed.

JOB REQUIREMENTS AND QUALIFICATIONS

1. Current enrollment in an accredited law school pursuing a Juris Doctor (J.D.) degree.
2. Ability to pass a Massport controlled substances test and background security checks.

WORK SCHEDULE

Ability to work a 15–20-hour work week.