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Job Posting - Assistant Director of Research

The American Train Dispatchers Association is accepting applications for the full-time position of Assistant Director of Research at the National Headquarters in Cleveland, Ohio. This position reports to the ATDA President and works under the direction of the Vice Presidents and Director of Research to support the Union's arbitration, grievance, research, recordkeeping, and member-representation functions.

Primary Responsibilities

The Assistant Director of Research will review, monitor, and track claims and grievance disputes referred by System Committees to the President for further handling. This role will prepare written submissions and arbitration documents for cases before Public Law Boards and proceedings before the Third Division of the National Railroad Adjustment Board.

The position will receive, review, and track Carrier submissions; assist National Officers in preparing arbitration presentations; and review and maintain arbitration award records, including awards from other railroad organizations, for use in future case handling.

This role will assist System Committee officers with appeals and correspondence, ensure case files are complete and comply with applicable collective bargaining agreement time limits, and prepare weekly arbitration case reports for National Officers.

The Assistant Director of Research will ensure case documents are uploaded to Uniontrack, assist System Committee officers with Uniontrack, and prepare listing and funding documents for submission to the National Mediation Board and/or National Railroad Adjustment Board. The position will also monitor funding requests and agency approvals, maintain arbitration statistics, and compose award and case-status summaries for publication in the newsletter and other ATDA publications.

The Assistant Director of Research will serve as recordkeeper for ATDA agreements, memoranda of understanding, and other correspondence maintained at National Headquarters. The position may also represent members at disciplinary hearings, present cases before Public Law Boards, and represent ATDA at conferences and other events.

Additionally, the role will monitor industry publications, review filings submitted to and decisions issued by the Surface Transportation Board, and monitor other outlets for information affecting the Organization and its members.

Additional duties may be assigned at the discretion of the President.

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AMERICAN TRAIN DISPATCHERS ASSOCIATION

Qualifications

Candidates must be proficient, or able to become proficient, with Microsoft Word, Microsoft Excel, Adobe Acrobat, and Uniontrack. Strong typing skills, excellent reading comprehension, attention to detail, and strong written communication skills are required.

The successful candidate must be a self-starter who can work independently, manage multiple deadlines, organize detailed case files, and handle confidential and time-sensitive matters professionally. Experience handling investigations and writing case appeals is highly preferred.

Writing Samples will be required.

In the event qualifications are found to be equal, preference will be given to ATDA members in good standing.

Position Details

Position: Full-time

Location: National Headquarters, Cleveland, Ohio (relocation benefits will be provided)

Travel: Approximately 10–15%

Benefits: Railroad Retirement, health insurance including medical, dental, and vision coverage, and paid vacation

How to Apply

Interested ATDA members and external candidates should submit a resume and cover letter to the appropriate email address below with the subject line “Assistant Director of Research” **by July 24, 2026.**

ATDA members in good standing should apply at ATDAmember.apply@atda.org

External candidates should apply at External.candidate.apply@atda.org

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