

EASTERN ILLINOIS UNIVERSITY
POSITION ANNOUNCEMENT
Director of Human Resources

Eastern Illinois University invites nominations and applications for the position of Director of Human Resources. The Director reports to the Vice President for Business Affairs and is responsible for the administration and leadership of a comprehensive human resources department and oversees a staff of 10. Areas of responsibility include all phases of employment for civil service employees, including efforts to achieve diversity within the workplace; employee training and professional development; participation in collective bargaining process; contract administration; position classification and compensation; and benefits and payroll for all university employees.

Minimum requirements for this position include a bachelor's degree in human resources management or other appropriate field; significant experience in leading and managing a progressive human resources department that exemplifies respect for employees, collaboration and customer service; and excellent oral and written communication skills. A master's degree in an appropriate discipline, experience in a university environment, knowledge of commitment to quality improvement principles, and experience within a collective bargaining environment are preferred. Salary is competitive and negotiable, depending on qualifications. Demonstrated commitment to diversity and experience promoting inclusive excellence is required.

Eastern Illinois University is a public residential university with enrollment of over 7,400 students offering 51 undergraduate degree programs, 32 graduate degree programs and 10 post-baccalaureate certificate programs. The University employs approximately 2000 faculty and staff and is located in Charleston, Illinois located in east central Illinois.

To apply please submit electronically (i) a letter of interest with your qualifications for the position, (ii) a current resume, and (iii) a list of five professional references with titles, addresses, and phone numbers via Interfolio, <http://apply.interfolio.com/85488>. For questions regarding this search, please contact Paul McCann, Search Committee Chair, at pmccann@eiu.edu.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer-
minority/female/disability/veteran - committed to achieving a diverse community*