Human Resources Coordinator
Illini Union
University of Illinois at Urbana-Champaign

The Illini Union at the University of Illinois at Urbana-Champaign is seeking a talented professional to serve as a Human Resources Coordinator. Founded in 1867, the Illinois campus is one of the original 37 public land-grant institutions. It is one of the top comprehensive research public universities in the nation. The successful candidate will be working on a campus with academically talented and diverse student population, including 22 percent international students, 14 percent Asian American students, 5 percent African American students, and 8 percent Hispanic/Latino students from a total enrollment over 44,000 students. As the community center of the University, the Illini Union draws together all members of the University with approximately 18,000 visits of students, faculty, staff, alumni, and guests on a daily basis.

**Position Functions and Major Responsibilities:** The Incumbent will exercise professional judgment and discretion in the coordination of HR operations, which includes employment and hiring practices, appointments, and other related HR functions in support of the staff and students for those units served by the Illini Union HR & Administrative Shared Services organization.

**Qualifications:**
Bachelor's degree in HR Management, or other business related field. Master’s degree in Business Administration, Human Resources, LER, or a related field preferred. Three-five (3-5) years of progressive work experience with proven ability to research, interpret, and make recommendations based on HR policy. Proven track record of customer service. Results oriented with strong organizational and time management skills. Demonstrated ability to work autonomously and possess a strong commitment to the concept of shared services. Possess excellent interpersonal skills, strong oral and written communications skills, the ability to interact with a broad array of internal and external colleagues, and the ability to concurrently manage multiple complex tasks.

**Appointment Status:** This is a 12-month, full-time academic professional position.

**Salary:** Commensurate with experience and includes an excellent benefits package.

**Proposed Starting Date:** As soon as possible

**Application Deadline:** May 9, 2016

**Application Procedures:** All candidates must complete an online application at [http://jobs.illinois.edu](http://jobs.illinois.edu) prior to the application deadline for full consideration. Qualified candidates must upload a letter of application, resume, and contact information (name, address, telephone number, and email address) for three current professional references. Official transcripts will be required for all finalists. Individuals with diverse backgrounds are encouraged to apply.

For additional information regarding the application procedures, please contact:

Illini Union
Human Resources and Administrative Services
217-333-3660 (phone)
iuemployment@illinois.edu
The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu)