

University of Illinois
Equal Opportunity and Human Resources
Visiting Human Resource Coordinator, Equal Opportunity & Human Resources
Urbana Campus

The University of Illinois seeks a Visiting Human Resource Coordinator to review and investigate grievances filed by employees from each of the UI campuses; review policy and make recommendations related to labor relations, grievance administration, and equal opportunity; conduct research on assigned topics in human resources; prepare documentation and letters; and assist the Director of Equal Opportunity and Human Resources on EEO initiatives on the Urbana-Champaign campus.

Additional responsibilities include:

1. Serve as the hearing officer for grievances appealed to the University level and perform independent investigations of grievances.
2. Interact with campus/university administrators and employees to gather information and documentation needed to prepare and write the University level grievance response.
3. Conduct research and make recommendations regarding labor relations and procedures for addressing complaints and grievances.
4. Assist with the preparation and implementation of the University Administration Affirmative Action Plan as assigned.
5. Assist with the preparation and implementation of Diversity programming for University Administration as assigned.
6. Assist with the management of the University Administration employment search process including goal setting, outreach, and focused recruitment efforts to diversify the UA workforce.
7. Conduct research, gather data and analyze information regarding nondiscrimination, affirmative action, and diversity, making related recommendations.

Minimum qualifications include a Bachelors degree in Psychology, Sociology, Business Administration or a related field (Law degree or Master's degree in human resource administration, labor relations, business administration or related field preferred) with three to five years experience in human resource administration or related experience that demonstrates the application of laws to policies and procedures. Other required qualifications include: knowledge of state and federal employment law; good oral and written communication skills; strong analytical skills; proficiency with Microsoft applications; and a strong commitment to affirmative action, diversity, and inclusion. Experience in employee relations, labor relations, or equal opportunity and knowledge/experience in human resource systems are preferred.

This is a 50%, 12-month Academic Professional position. For full consideration, candidates must apply to and submit a letter of application, resume, and names/addresses/phone numbers of three references by July 14, 2010 at <https://uajobs.hr.uillinois.edu/>

Employee Relations and Human Resources
271 Henry Administration Building, MC 341
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The University of Illinois is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity and diversity. University Administration welcomes applications

from women, underrepresented minorities, persons with disabilities, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.