

# Eastern Illinois University

## Director of Employee & Labor Relations

Eastern Illinois University invites applications for the position of Director of Employee & Labor Relations. The Director is primarily responsible for employee relations such as performance management, conflict resolution and addressing other employee concerns. In support, the Director trains supervisors to become better leaders, investigates and analyzes information about grievances from both management and members and recommends consistent corrective action based on past practices, policies, labor agreements and civil service requirements. The Director also works closely with university counsel and human resource department and assists in investigations and preparing for hearings. Ultimately, the Director will assume the role as chief negotiator for labor agreements.

### About EIU

Enrolling more than 8,600 students, Eastern Illinois University is a regional comprehensive institution offering a diverse array of undergraduate degree programs and more than 30 graduate degree programs, as well as ten post-baccalaureate certificate programs. Eastern has consistently been recognized by U.S. News & World Report as a top regional comprehensive residential campus in Illinois and prepares more undergraduates who go on to earn doctoral degrees than any other master's college/university in Illinois, according to a recent National Science Foundation survey. In addition to ranking first in the state, the NSF surveys rank EIU in the top 5 percent nationwide.

Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives.

Eastern Illinois University is located in Charleston, Illinois — a comfortable and safe east central town within a two-to three-hour drive of three major metropolitan areas Chicago, Indianapolis, and St. Louis.

## Qualifications

Minimum Qualifications: Master's degree in business or human relations required. Competitive applicants will have significant experience in employee relations including interpretations of policies, labor agreements and employment regulations. Strong oral and written communication skills, interpersonal and counseling skills required. Experience in a university setting preferred. Demonstrated commitment to diversity and experience promoting inclusive excellence is required.

## Application Instructions

Applicants must submit a cover letter, resume, transcripts, and contact information for three references via Interfolio at <http://apply.interfolio.com/103614>. Questions about the application process should be directed to Mr. Brad Tolppanen, Academic Affairs, 217-581-2121, [bptolppanen@eiu.edu](mailto:bptolppanen@eiu.edu).

Applications will be accepted until the position is filled.

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