

**Eastern Illinois University**  
**Director of Employee & Labor Relations**  
**Position Announcement**

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**

**Diversity and Inclusion:** Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

**The University and Community:** Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, tradition of preparing students for their personal and professional goals. A traditional regional residential institution, 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. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest- ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

The University is located in East Central Illinois, combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

## **Qualifications**

Minimum Qualifications: Bachelor's degree in human resources, business or related field required. Competitive applicants will have significant experience in human resources, employee relations including interpretations of policies, labor agreements and employment regulations. Strong oral and written communication skills, interpersonal and counseling skills required. A Master's degree is preferred. 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/123834>. Questions about the application process should be directed to Mr. Brad Tolppanen, Academic Affairs, [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.*