



EASTERN ILLINOIS UNIVERSITY

Position Announcement Special Assistant & Chief FOIA Officer

EIU seeks a part-time professional up to 22.5 hours per week to support FOIA compliance, as well as support the Office of the President. The selected candidates should have thorough knowledge of Illinois FOIA rules and completed or have the capacity to complete required training and certification provided by the State of Illinois' Office of the Attorney General. The position is remote with the potential flexibility to perform on campus duties as requested and with reasonable prior notice. The selected candidate will have earned an undergraduate degree in political science, public policy, communication, or public relations with a preference for candidates holding advanced degrees in these areas or a L.L.M. or J.D. The selected candidate will have demonstrated experience and the technical skills required to assess and implement the redaction of digital documents including video and audio to ensure compliance with Illinois law.

Salary Range: \$42,000 - \$48,600

Benefits Overview:

This position is eligible for the following benefits:

- **Comprehensive Medical Coverage:** Competitive employee insurance premiums with flexible plan options.
- **Vision Insurance:** Vision coverage is included with medical at no cost.
- **Dental Insurance:** Dental plans available to meet your needs.
- **Retirement Benefits:** Participation in the State University Retirement System, which includes medical insurance benefits upon retirement.
- **Tuition Waivers:** Opportunities to pursue educational goals through tuition waivers for employees and dependent children.
- **Generous Paid Time Off:** Up to 12 paid holidays annually, plus earned vacation and sick time.

For more information on our employee benefit programs, please visit [EIU Employee Benefits](#) webpage.

Applicants are invited to apply online and requested to submit a cover letter, resume, and names and contact information of at least three professional references. Applications must be submitted electronically via Interfolio at <https://apply.interfolio.com/189771>. Review of applications begins immediately and continues until filled.

Questions regarding the position may be directed to Josh Reinhart, Screening Committee Chair, at jdreinhart@eiu.edu.

The University and Community: Celebrating more than 130 years of excellence, Eastern Illinois University (EIU) is a fully accredited, comprehensive regional residential institution located in Charleston, Illinois—ideally positioned between Chicago, St. Louis, and Indianapolis. The University is known for its individualized attention, supportive relationships, and exceptional outcomes, including high graduation, retention, and career placement rates. Academically, EIU combines personalized learning with nationally respected programs. Small class sizes allow for close mentorship from distinguished faculty, while innovative undergraduate and graduate programs and firsthand opportunities prepare students for meaningful professional and personal growth. Campus life at EIU is vibrant and community oriented.

The University features more than 50 buildings within walking distance, extensive recreational facilities, and more than 200 student organizations including NCAA Division I athletics, and 20+ fraternities and sororities. Cultural life thrives at the world-renowned Doudna Fine Arts Center and the Tarble, which bring exceptional artistic and performance experiences to campus and the region. Students, faculty, and staff enjoy the close-knit atmosphere of a classic college town with convenient access to shops, dining, and outdoor recreation—alongside robust service opportunities coordinated through EIU's Office of Civic Engagement and Volunteerism. With its strong alumni network, sustainability efforts, and deep commitment to student success, Eastern Illinois University offers an exceptional environment to live, learn, and work.

Non-discrimination, EEO/AA Statement: Eastern Illinois University provides equal opportunity in education and employment for all students, applicants for employment, and employees. Discrimination based upon race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes, is strictly prohibited.

The University further commits to a program of affirmative action as prescribed by statute to employ, and advance in employment, qualified individuals with a disability and qualified protected veterans (disabled veterans, recently separated veterans, active-duty wartime veterans, and Armed Forces service medal veterans).