



Position Announcement

Director of Human Resources

Eastern Illinois University is seeking applications and nominations for a highly motivated and experienced administrator to serve as the University's Director of Human Resources. The Director reports to the Vice President for Business Affairs and has primary responsibilities for the administration and leadership of a comprehensive human resources department. Areas of responsibilities include all phases of employment for civil service employees, including efforts to achieve diversity within the workplace; employee training and professional development; participation in collective bargaining process; contract administration; position classification and compensation; and benefits for all university employees.

Required Qualifications:

- Bachelor's degree in Human Resources Management, Business, or other related field required
- Five years of recent applicable human resources experience, with at least 3 in a significant management or leadership role
- Excellent oral and written communication skills

Preferred Qualifications:

- Advanced degree in related field
- Relevant professional experience in Higher Education

Essential Duties and Responsibilities:

- Leading, administering, coordinating and supervising all aspects of programs and activities for civil service employees in the following areas: recruitment, screening, testing, interviewing, employment, orientation, compensation and classification, training and development, performance appraisals, and maintenance of electronic files for employees
- Leading, administering, coordinating and supervising all aspects of programs and activities for all employees in the following areas: employee benefits, workers compensation, unemployment compensation, Family and Medical Leave Act administration, and ADA accommodations
- Providing leadership in maintaining quality staff through recruitment, retention, and professional development, with attention given to achieving diversity in the workplace
- Providing leadership in the development and implementation of personnel policies and procedures for matters related to employees.
- Providing leadership and direction for HR information systems to create efficient and customer service-oriented processes
- Manage unemployment claims and matters
- Implementing and managing the university background check and MVR process.
- Managing the desk audit process



- Serving as financial manager and assuming responsibility for the appropriate use and management of funds for the Human Resources unit
- Serving as the University's designated employer representative (DER) of the State Universities Civil Service System
- Serving as an administrative liaison to the University's Civil Service Council.
- Coordinating with Employee and Labor Relations on civil service disciplinary issues and other civil service matters. A member of various negotiation teams when requested
- Assist with development and administration of mandatory training, such as Identity Protection Act training and other training as mandated
- Represent the University on various external committees
- Other duties as assigned by the Vice President for Business Affairs

Compensation: \$115,000 – \$130,000 (commensurate with qualifications and experience)

Work Hours: Standard office hours are 8:00am - 4:30pm

Start Date: January 1, 2027, desired; appointment date negotiable.

Benefits Overview: Eastern Illinois University is proud to offer an excellent benefits package designed to support our employees' well-being and career goals. 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 after vesting period.
- **Generous Paid Time Off:** Up to 12 paid holidays annually, plus earned vacation and sick time.

For complete information on our employee benefit programs for this specific position, please visit [EIU Employee Benefits](#) webpage

Application: Applications must be submitted through the University's "Interfolio" application system <https://apply.interfolio.com/193063>. Submitted materials should include: 1) a cover letter addressing the candidate's experience and qualifications as related to the position description; 2) a resume or curriculum vitae describing the candidate's professional work history, education, and other qualifications; and 3) a list identifying the names, addresses, and contact information (phone and email) for three professional references. Review will begin immediately and continue until filled. Candidates are encouraged to submit materials no later than October 9, 2026, for full consideration. For questions regarding the search, contact Michael Hutchinson, Screening



Committee Chair at mwhutchinson@eiu.edu.

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act to complete the application and/or interview process. If you would like to request assistance with the application/interview process, please contact Human Resources at (217) 581-3911 or eiu_employment@eiu.edu for assistance.

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.

Nondiscrimination and AA/EEO Statement: 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.

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).