



ILLINOIS STATE UNIVERSITY

Job Announcement

Director, Labor Relations & Academic Employee Relations

Position Summary:

As the Director of the Labor Relations (LR) section of Human Resources, this position provides strategic and operational leadership to the Labor Relations area. The incumbent plans, negotiates and administers the labor contracts for 16 bargaining units covering more than 650 civil service employees and 400+ non-tenured track faculty. The Labor Relations area of HR is the primary contact for supervisory staff regarding performance issues for Administrative Professional staff, Faculty Associates, Non-Tenure Track Faculty, and Graduate Assistants.

Required Qualifications

1. High school graduation or equivalent
2. Any combination totaling six years from the following categories:
 - a) work experience as a personnel professional
 - b) college course work in labor relations or a closely related field (such as personnel administration or business administration)
 - 60 semester hours or an Associate's degree equals two years
 - 90 semester hours equals three years
 - 120 semester hours or a Bachelor's degree equals four years
 - c) college course work in fields other than those described in "b"
 - 60 semester hours or an Associate's degree that equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree that equals three years
3. Two years of additional specialized experience in the practice of labor relations/negotiations at the next lower level of this series or comparable position that included experience as spokesperson.
4. Two years of additional specialized experience in the practice of labor relations/negotiations performing as principal negotiator.

Note: A Master's degree in labor relations or a closely related field (such as personnel administration or business administration) or a Master's degree with a concentration in these fields may be substituted for one year of such experience. (The Master's degree may be substituted for experience only once, however, in satisfying the requirements of a class; i.e., the degree cannot be used to satisfy both credentials requirement 3 and 4).

If this position is Security Sensitive or if you are subject to a criminal background investigation based on University policy, employment is contingent upon you passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

Preferred Qualifications:

Advanced degree in related field

Application Process:

Applications must be submitted no later than November 12, 2017. To assure full consideration, an application along with a resume, reference list (specifically, the names, addresses, telephone numbers, and e-mail addresses of at least three professional references), and cover letter must be submitted online at www.IllinoisState.edu/jobs.

Illinois State University:

Illinois State University, founded in 1857, is the oldest public university in Illinois. Illinois State is a coeducational, residential university that emphasizes undergraduate study with almost 21,000 students. Its 34 academic departments in 6 colleges offer 63 undergraduate programs in more than 160 fields of study. The Graduate School coordinates 38 masters, 2 specialist and 7 doctoral programs. Illinois State University (www.IllinoisState.edu) is committed to fostering a small-college atmosphere with large university opportunities and promoting the highest academic standards in teaching, scholarship, and community service.

Bloomington-Normal Community:

Illinois State University is located in the growing twin cities of Bloomington and Normal, with a population of approximately 125,000 and conveniently located approximately two hours from both Chicago and St. Louis. The community is home to GROWMARK, Illinois Farm Bureau, State Farm Insurance International Headquarters, Illinois Wesleyan University, Lincoln College, and Heartland Community College. The community has distinguished itself for its outstanding school systems and educational attainment, parks and recreation, health care, job growth, economic opportunity, and low crime. *Forbes* magazine, in a review of the best places for business, ranked Bloomington-Normal the 15th best place for business out of 168 small metros listed. Bloomington was also recently placed on *CNNMoney's* list of the 100 Best Places to Live. *Expansion Management Magazine* rated Bloomington-Normal as one of two metro areas with a five-star quality of life, giving the community high rankings in such areas as standard of living, quality of schools, traffic and commute. Please visit the Bloomington-Normal Area Convention & Visitors Bureau website at www.bloomingtonnormalcvb.org for more information.

Illinois State University is an Equal Opportunity/Affirmative Action Employer.