

**HUMAN RESOURCE SPECIALIST**  
School of Chemical Sciences  
University of Illinois at Urbana Champaign

The School of Chemical Sciences (SCS) seeks a full-time academic professional as Human Resource Specialist. This position reports to the Director of the Business Office and leads the Human Resource activities of the School and the departments of Chemistry and Chemical and Biomolecular Engineering in a consultative and advising role. Minimum requirements: Bachelor's degree, preferably in Human Resources or a related field; 2-3 years experience in Human Resources or a related field.

The HR Specialist will serve as a consultant and advisor to all School and departmental administrators, academic, graduate, and staff employees, concerning a wide range of personnel and payroll matters such as University and School pay schedules, fringe benefits, visa regulations, and appointment policies and procedures. Interpret and apply policies and procedures related to visa process (J-1, H-1, etc) documentation and paperwork, work closely with International Student and Scholar Services office, and convey visa procedures to School faculty and staff. Coordinate efforts by SCS HR staff to process various appointments (academic, faculty, staff, graduate, undergraduate, and foreign national employees), academic leave reporting, effort reporting, and personnel data management. Assist in the search and hire process as it relates to Academic Professional and Civil Service positions, including but not limited to position development, pre-search approval documentation, employee requisition cards, search committee participation, job postings, application gathering and distribution, and onsite interview coordination. Participate in and represent the SCS on various campus committees related to HR matters. Act as the SCS liaison to Campus HR offices on relevant issues. Provide insight and recommendations on HR transaction processing related to specific employee groups and department requests, in accordance with university policies and procedures. Oversee the biweekly payroll process including the review and approval of time sheets via the Banner HR system. Oversee the sick leave and vacation reporting process for academic staff members.

The successful candidate will be personable and have well-developed oral and written communication skills and excellent computer skills. Knowledge of University HR policies is beneficial and training in University Human Resources with a strong customer service background preferred.

**Salary:** Commensurate with qualifications and experience.

**Starting date:** As soon as possible after closing date.

**Closing date:** For full consideration, all application materials (including cover letter, résumé, 3 letters of reference) must be received by the closing date of November 20, 2009. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

**Application:** Create your U of I application and upload your cover letter and resume at <https://jobs.illinois.edu>. The School of Chemical Sciences will then send you an email (within 2 days) with instructions for entering contact information for three references. For further information, email [scs\\_apply@scs.uiuc.edu](mailto:scs_apply@scs.uiuc.edu) (217-333-5070).

The University of Illinois is an Affirmative Action, Equal Opportunity Employer.