

STATE UNIVERSITIES CIVIL SERVICE SYSTEM (Urbana, Illinois)

EXECUTIVE DIRECTOR

The University Civil Service Merit Board (Merit Board) for the State Universities Civil Service System (University System) invites nominations and applications for the position of Executive Director. The University System is legislatively authorized to develop, maintain, and administer a comprehensive and efficient program of human resource administration for the Illinois higher education community. The Executive Director is the primary administrator for the University System in all operational aspects and reports directly to the Merit Board. The University System has jurisdiction over approximately 20,000 status civil service employees, approximately 4,500 non-status employees, and approximately 23,000 student employees throughout the State of Illinois. The University System also establishes criteria, and monitors activity, for the exemption of positions from statutory authority at each place of employment. The University System office, under the leadership of the Executive Director, ensures that the various university and affiliated employers appropriately implement and fulfill their obligations under the State Universities Civil Service Act, and corresponding administrative code and procedures.

To be considered, candidates must have a Bachelors degree in Business Administration, Public Administration, Human Resource Administration, or a related field. Applicants need to have demonstrated effective administrative skills that will provide leadership to the Agency and carry out the Merit Board's charge of making and publishing rules to implement provisions of the Act establishing an effective Merit Program for agencies and universities under its jurisdiction. Significant administrative experience in higher education, human resources, and organizational dynamics is highly preferred. A complete job description of the position can be found at <http://www.sucss.illinois.gov/documents/edjd.pdf>.

Initial screening of applications will begin immediately and will continue until July 25, 2015. Any nomination or applicant should send a formal resume including three references (addresses and phone numbers) to:

jobposting@sucss.illinois.gov

or

Teresa Rademacher
State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, Illinois 61802

The following website provides a more detailed description of the various University System activities, jurisdiction, and statutory authority – www.sucss.illinois.gov.

The University System is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.