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**Personnel Specialist**

**Event Management, Dining and Hospitality**

**$16.95-$22.04 per hour**

**Position Summary:**

The Department of Event Management, Dining, and Hospitality is one of 13 departments within the Division of Student Affairs. It provides the campus community and guests with high-quality, efficient, and innovative event services and dining options in a variety of settings dedicated to accentuating and enhancing the campus experience in a diverse community.

This position assist with the development, execution, and evaluation of the departmental human resource processes and policies including hiring, on boarding, orientation, corrective action, performance appraisal, and timekeeping.

Whether it's to find a place to study, gather with friends, enjoy a bite to eat, or plan a large event, the Department of Event Management, Dining, and Hospitality takes great pride in providing welcoming and inclusive spaces, high-quality food services, and experienced and professional staff who care about making every experience individualized and extraordinary. It is our philosophy to recruit, inspire, and retain talented team members and promote wellness and foster their development. It is our goal to promote a more fully diverse and inclusive campus community.

**Required Qualifications**

1. Bachelor's degree in Human Resource Administration, Business Management, or a field directly related to the position including at least 12 semester hours in Human Resource Administration.

2. Two (2) years of full time work experience performing professional-level human resource duties.

**Desired Qualifications**

1. Must be self-directed and have initiative.

2. Must be capable of exercising professional judgment on a consistent basis.

3. Must have the ability to effectively manage multiple priorities on a daily basis.

4. Must have the ability to manage constant interruptions and shift priorities as problems arise.

5. Must have the ability to meet deadlines.

6. Must have strong verbal, written, and interpersonal communication skills.

7. Must have a high level of computer skills, including Microsoft Word and Excel.

8. Must be able to work confidentially with a variety of security sensitive information, including personnel files.

**Application Process:**

Initial review of applications will begin June 7, 2021 and continue until the position is filled. Applications must be submitted no later than June 15, 2021. To assure full consideration, an application along with a resume/curriculum vita, reference list (specifically, the names, addresses, telephone numbers, and e-mail addresses of at least three professional references), transcripts and cover letter must be submitted online at [www.IllinoisState.edu/jobs](http://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 doctorial programs. Illinois State University ([www.IllinoisState.edu](http://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*](http://www.forbes.com/) 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*](http://money.cnn.com/magazines/moneymag/bplive/2006/snapshots/PL1706613.html)*'s* list of the 100 Best Places to Live. [*Expansion Management Magazine*](http://www.expansionmanagement.com/) 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](http://www.bloomingtonnormalcvb.org) for more information.

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