

**HR Specialist, Appointments Management
Grainger Engineering HR Shared Services
The Grainger College of Engineering
University of Illinois Urbana-Champaign**

The Grainger Engineering HR Shared Services department within The Grainger College of Engineering seeks applicants for HR Specialist, Appointments Management positions. This position is responsible for reviewing and processing a variety of appointment and payroll transactions, ensuring accuracy and adherence to university policies and procedures. This role provides guidance to stakeholders and resolves complex data-related issues.

Duties and Responsibilities:

- Implement processing procedures for various transactions, including new hires, employee record changes, and reappointments.
- Review and reconcile reports affecting appointment and/or payroll processing. Responsible for bi-weekly payroll processing, including adjustments.
- Provide guidance and resolve discrepancies or policy questions with campus units.
- Monitor and evaluate appointment transactions for compliance with policies and procedures.
- Assist customers with technical issues related to appointment processing.
- Provide input for process improvements related to HR operations; work closely with other HR staff to review and update documentation, such as internal checklists, new hire packets, template letters, etc.
- Compose correspondence for employees, university departments, administrative units, and other outside agencies. This includes processing external contracts that require verifying contract information and facilitating contracts between internal and external offices.

Minimum Qualifications:

- Bachelor's degree in Human Resource Administration, Management, Organizational Administration, Public Administration, Labor Relations, Business Administration or a field closely related to the position.
- Two (2) years (24 months) of work experience performing professional-level human resources duties.

Knowledge, Skills and Abilities:

- Ability to process a high volume of transactions in an accurate and efficient manner.

- Ability to provide top-notch customer service and personable interactions for employees, faculty, staff, colleagues, and contacts across campus.
- Ability to work in a fast-paced, often high stress environment.
- High level of attention to detail, accuracy in data entry, and organizational skills.

APPOINTMENT INFORMATION

This is a full-time Civil Service **Human Resource Associate** position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. The budgeted salary range for this position is \$50,000 - \$60,000. Salary is competitive and commensurate with qualifications and experience, while also considering internal equity. Hybrid work options may be available for this position, with the ability to be on-site at the University of Illinois Urbana-Champaign campus as needed per the [University's Workplace Flexibility policy](#). This position is not eligible for any type of sponsorship for work authorization.

For more information on Civil Service classifications, please visit the SUCSS web site at <https://www.sucss.illinois.gov/pages/classspec/default.aspx>.

APPLICATION PROCEDURES AND DEADLINE INFORMATION

Applications must be received by 6:00 pm (CST) on **June 5, 2026**. Apply for this position using the Apply Now button at the top or bottom of this posting. Please upload your cover letter, resume, and names/contact information for three references. In order to be considered as a transfer candidate, you must apply for this position. Applications not submitted through <https://jobs.illinois.edu> will not be considered. If required by the position, transcripts or other documentation of credentials are to be provided no later than the first day of employment. For further information about this specific position, please contact Stacie Mertes at smertes@illinois.edu. For questions regarding the application process, please contact 217-333-2137.

At the University of Illinois Urbana-Champaign — the state's flagship public university and one of the world's leading research institutions — **every staff member helps shape what's next**. Founded in 1867, Illinois is home to a vibrant community of 59,000 students from all 50 states and 129 countries, supported by 15 colleges and instructional units, more than 20 research institutes, and one of the most comprehensive student service ecosystems in the nation. Whether you're empowering first-generation students, fueling breakthrough innovation, or strengthening communities across Illinois and beyond, your work here has a far-reaching and deeply meaningful impact. The university offers a highly competitive benefits package designed to support your well-being, growth, and financial security. Join a top 10 public university that has launched over 330 startups and continues to redefine excellence — where the Illinois Value Proposition ensures that your contributions are recognized, your potential is nurtured, and your career can thrive.

[Champaign-Urbana](#)

Artificial Intelligence (AI) tools may be used in some portions of the candidate review process for this position; however, all employment decisions will be made by a person.

This position is intended to be [eligible for benefits](#). This includes health, dental, vision, life insurance, a retirement plan, paid time off, and tuition waivers for employees and dependents.

The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Accommodations may also be requested on the basis of pregnancy, childbirth, and related conditions, or religion. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.