

**University of Illinois**  
**Office of Business and Financial Services**  
**University Payroll & Benefits**  
**Extra Help Position (900 hours)**  
**Chicago Campus**

The Office of Business and Financial Services – University Payroll & Benefits (UPB) seeks an Extra Help – 900 hour Business Administrative Associate (Program Coordinator). With minimal supervision, the Program Coordinator will assist with the following:

**Duties and Responsibilities**

- Identify solutions for internal training needs related to UPB succession planning efforts
- Assist UPB Training in the implementation of internal succession planning solutions
- Assist with data collection, benchmarking and reporting for succession planning efforts
- Coordinate and schedule meetings related to succession planning efforts
- Responsible for documenting discussion and action items presented during succession planning related meetings
- Coordinate the development and oversight of individualized training plans for succession plan candidates
- Implement a knowledge management strategy within UPB
- Devise, implement and promote knowledge sharing activities within UPB
- Provide occasional assistance with other UPB projects; duties which are appropriate for a Business Administrative Associate (Program Coordinator) Extra Help

**Qualifications**

Candidates must possess a bachelor's degree in business administration, management or related field such as communications and adult education. Two years of professional level accounting, managerial and/ or business experience, one year of which was at an administrative level. Additional education, training and/ or work experience in the area of specialization inherent to the position may be required.

Preferred qualifications include: Two (2) years or more experience in managing the logistics of succession planning/talent management or training function (2) years of responsible experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.

**Knowledge, Skills and Abilities (KSAs)**

1. Knowledge of project management practices
2. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
3. Skill in oral and written communication
4. Ability to develop specific goals and plans to prioritize, organize, and accomplish tasks
5. Ability to work effectively with staff, the public, and outside constituency groups
6. Ability to solve complex problems
7. Supervisory and administrative ability

8. Ability to utilize various computer software packages
9. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems
10. Ability to analyze and develop guidelines, procedures, and systems

Extra help employment has no guarantee of ongoing or continuous employment and does not come with university benefits. For full consideration, send resume and cover letter to [lbarnett@uillinois.edu](mailto:lbarnett@uillinois.edu) by March 22, 2016. The subject line should be in the following format "UPB Extra Help Mar 2016 – LAST NAME".

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Employee Relations and Human Resources  
809 S. Marshfield Ave.  
MC 078  
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[312-996-5130](tel:312-996-5130)

The University of Illinois is an affirmative action/ equal opportunity employer dedicated to building a community of excellence, equity and diversity. University Administration welcomes applications from women, underrepresented minorities, and individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.