



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Human Resources Liaison

Duty	Time Commitment
Attend and actively participate in A/P Council meetings, providing Council members with status reports from Human Resources and seeking inputs on issues, from an A/P perspective, for subsequent HR endeavors.	4-5 hours per month
Coordinate/facilitate requests between the A/P Council and the Illinois State University Human Resources Office	1-2 hours per month
Gather and report on legislation and policy changes that might potentially impact A/P's on campus.	3-5 hours per month
Serve as subject matter expert on A/P policy, procedure, and practice as it relates to employment and classification/compensation matters.	Variable