



# Illinois Board of Higher Education

## Deputy Director for Academic Affairs

The Illinois Board of Higher Education (IBHE) seeks an innovative and energetic Deputy Director for Academic Affairs to support its work to remodel Illinois higher education to better serve Illinois. The Board is focused on targeting resources to improve college affordability, reduce college success gaps for underrepresented students, and increase college opportunity for adult learners.

The IBHE provides state-level coordination for public universities, community colleges, and private institutions of higher education in Illinois. The Board works closely with other state education agencies, the General Assembly, the Governor, and other stakeholder groups.

### PRINCIPAL RESPONSIBILITIES:

- Work directly with the Executive Director and other senior staff officers to provide leadership in academic affairs, policy development, and administration for the Board of Higher Education
- Assist in implementing the Board's strategic plan for higher education, including assessing achievement of the plan's goals and objectives
- Lead and coordinate the review of proposals for academic programs and operating authority in Illinois from postsecondary institutions of education
- Analyze complex issues relating to changes in higher education policy and accreditation
- Promote increased efficiency and effectiveness in the higher education system

### EDUCATION AND EXPERIENCE REQUIRED:

- An earned doctorate and a minimum of five years of relevant experience in higher education is required
- Also required in the five or more years of experience are three years of leadership in administration and two years of supervising professional staff (experience in higher education preferred)

### DESIRED SKILLS AND TRAITS:

- Outstanding communication and problem-solving skills
- An understanding of higher education policy issues and trends, particularly as they relate to academic program approval and review at the campus, system, or state board level
- Demonstrated ability to work collaboratively with a variety of constituents and stakeholders, such as elected officials, senior governmental executives, institutional academic officers, and private sector leaders.

For full consideration, submit a cover letter, a resume with a detailed work history and educational background, the contact information of five references who can attest to the successful performance of comparable work, a copy of college transcript(s), and a relevant writing sample. Application materials may be submitted by mail or email. All application materials should be submitted by 5 p.m. on Friday, **December 22, 2017** to:

Karen Helland, Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701

[helland@ibhe.org](mailto:helland@ibhe.org)

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