



Illinois Board of Higher Education

Assistant Director for Academic Affairs

The Illinois Board of Higher Education (IBHE), located in Springfield, is currently accepting applications for a full-time Assistant Director for Academic Affairs. Position provides direct support to the Deputy Director and Senior Associate Director for Academic Affairs in the areas of institution approval and program approval for independent and public colleges and universities granting degrees in Illinois, as well as initiatives to advance statewide goals.

PRINCIPAL RESPONSIBILITIES:

- Analyze and recommend approval or disapproval of requests for new operating and degree authority from institutions of higher education, recommend periodic review of public degree programs and independent institutions and their degree programs when necessary, and develop case for revocation of Board approvals/authorizations when indicated.
- Assist with keeping abreast of relevant federal and state laws, legislation, rules, regulations, and developments in the field of institution and degree program authorization and approval.
- Collaborate with counterparts at other agencies and others to advance higher education initiatives related to agency goals and state priorities.
- Support the development of policies to advance statewide postsecondary and P-20 goals.
- Coordinate and perform post-approval reviews of academic programs at public and private institutions.

EDUCATION AND EXPERIENCE REQUIRED:

- Master's degree or with plans to complete master's degree in December 2019 (doctorate preferred) and minimum of three to five years of experience in postsecondary education with academic or administrative experience in one or more of the following areas: academic advising, curriculum and assessment, postsecondary policy, and P-20 education.
- Knowledge of academic program development and evaluation processes and roles/responsibilities of regulatory and accrediting bodies in the oversight of higher education.

DESIRED SKILLS AND TRAITS:

- Ability to analyze and interpret multiple sources of information to determine conclusions and make written recommendations grounded in evidence
- Ability to prepare and deliver professional presentations to a variety of audiences
- Ability to engage in collaborative work groups to advance statewide initiatives related to higher education in partnership with agencies, constituents, and advocacy groups
- Exceptional skills in verbal and written communications and project management
- Ability to create and maintain good working relationships with individuals of varying levels of responsibility and backgrounds
- Strong organizational and prioritization skills to work independently balancing multiple assignments
- Proficient in using Microsoft Office Suite software (Word and Outlook)

For full consideration: submit a cover letter, a resume with a detailed work history, educational background, the contact information of three references, and a copy of college transcript(s). Application materials may be submitted by mail or email. All materials should be submitted by 5 p.m. on Monday, **July 8, 2019** to:

Karen Helland, Illinois Board of Higher Education
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helland@ibhe.org

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