The IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, who are working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

In its strategic plan, *A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth*, IBHE has identified three goals and 25 strategies to help achieve its vision of a higher education ecosystem that ensures individuals, families, and communities across the state thrive.

- **Equity** - Close equity gaps for students who have been left behind.
- **Sustainability** - Build a stronger financial future for individuals and institutions.
- **Growth** - Increase talent and innovation that drives economic growth.

The IBHE is seeking a Secretary to the Board and Executive Assistant to serve in a high-level leadership role to coordinate the development of the recommendations for consideration by the Board and provide administrative support to the Executive Team, and training for the Public University Trustees. This position reports to the Executive Director and works under general supervision and requires the use of discretion, judgment, initiative, and excellent organizational skills.

**Major Duties & Responsibilities**

The Secretary will:

- Provide strategic and operational support for the Board, including all aspects of Board meetings, addressing Board members’ needs and responsibilities, tracking Board member appointments, overseeing board communications, preparing briefings, scheduling, etc.
- Prepare Board meeting agendas, notices, locations, and postings for at least five statewide meetings each year
- Support the ongoing training and engagement with the Public University Trustees, upholding statutory requirements.
- Develop and enhance relationships with offices of institutional leadership
- Serve as main point of contact and support for the Executive Team, including conducting special projects, preparing briefings, and drafting remarks, meeting management, scheduling and coordination
- Coordinate logistics and follow up activities
- Maintain records, documents and files for the Board and Public University Trustees
- Perform other duties appropriate for the position of Secretary of the Board and Executive Assistant, as assigned
**Knowledge, Skills and Abilities:**

- Strong interpersonal skills and a teamwork orientation
- Strong problem-solving skills
- Committed focus on accuracy and attention to detail
- Strong organizational and project management skills
- Excellent communication skills with a variety of audiences including at the Board/Executive Level
- Takes initiative; self-starter
- Extremely driven, intellectually curious, and committed to continuous learning and growing
- Interpersonal competencies that demonstrate an understanding of the importance of courtesy, diplomacy, and a collaborative approach to develop and maintain effective work relationships
- Demonstrated ability to prepare reports and other documents that are clear and concise
- Excellent knowledge of Word, Excel, and Power Point
- Working knowledge of Adobe Acrobat; Experience with Adobe Creative Suite a plus

**Education and Experience:**

- Bachelor’s Degree from an accredited college or university, required, and a minimum of 5 years of administrative work-related experience; 10+ years supporting senior leadership/C-suite executives, Board Governance, Board of Trustees and/or Board of Directors may substitute for Bachelor’s Degree.

The ideal candidate:

- is passionate about public service and education
- is a doer, a good communicator, and intellectually curious
- is committed to continuous learning and growing
- is a supportive colleague, reinforcing a strong team-focused culture
- is attentive to details

**Work Location:**

The primary work location is a hybrid work week in Springfield, IL. However, Chicago or other locations in Illinois will be considered. Regular travel within Illinois to at least five Board meetings per year is expected. Other travel within Illinois is expected, as required by the work.

**Salary and Benefits:**

Salary is commensurate with experience within the range of $60,000-$70,000. We offer the state’s competitive employee benefits package.

**To Apply:**

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers.
Interviews will begin immediately and will be conducted virtually. Please submit your materials by e-mail to: humanresources@ibhe.org.

We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work, learn and live. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.

IBHE is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodation upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.