



Job Posting for  
**Assistant Director for  
Academic Affairs**

The Illinois Board of Higher Education (IBHE) is seeking for a full-time Assistant Director for Academic Affairs to support the agency's student access, success, and postsecondary consumer protection initiatives and to elevate the work of the IBHE to achieve the goals laid out in the state's new higher education strategic plan, [\*A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth.\*](#)

The ideal candidate will be:

- passionate about public service and equity in education
- knowledge of higher education: development, delivery, and accreditation; student access, retention and completion of programs, early college, transfer, and other partnerships to support student success
- analytic, a good communicator, and intellectually curious
- committed to continuous learning and growing
- a supportive colleague, reinforcing a strong team-focused culture

**Position Overview**

The Assistant Director for Academic Affairs provides direct support to the Executive Deputy Director and the Senior Associate Director for Academic Affairs. The position supports postsecondary consumer protection work to authorize institutions of higher education to operate in Illinois and grant degrees and supports agency work to advance postsecondary access and attainment initiatives with an equity focus such as student transfer, early college, and online learning. This position also contributes to advancing the IBHE role as a thought leader in the quality and integrity of postsecondary education and supports implementation of ***A Thriving Illinois.***

**Primary Responsibilities**

The Assistant Director for Academic Affairs will be responsible for supporting the agency's work to ensure student access, retention, and completion of high-quality postsecondary education options leading to graduates' employment opportunities and further personal and professional growth. The primary responsibilities of this position include:

- Analyzing and recommending approval or disapproval of requests for new operating and degree authority from institutions of higher education
- Coordinating and performing post-approval reviews of academic programs at public and private institutions
- Analyzing the needs and priorities for higher education programs in relation to regional, state, and national workforce/employer demand; and the needs of underserved and underrepresented students including working adults
- Supporting student transitions, access, success, and completion by coordinating related

initiatives

- Assisting to keep abreast of relevant federal and state laws, legislation, rules, regulations, and developments in the field of institution and degree program authorization and approval
- Collaborating with counterparts at other agencies and others to advance higher education initiatives related to agency goals and state priorities
- Researching and remaining current on higher education policy issues related to the quality and integrity of postsecondary education, student success, and equity in alignment with **A Thriving Illinois**

### **Knowledge and Skills**

Key knowledge, skills and attributes include:

- Immense drive and strong ability to achieve outcomes, work well in a fast-paced environment
- Demonstrate understanding of higher education quality, student access, retention, and completion within equity impact
- A strategic thinker and rapid problem-solver to effectively handle all types of institutional cases related to their current or planned operations in Illinois; ability to research, gather, and analyze evidence to effectively apply statute and administrative rules in evaluating institutional applications
- Quickly grasp and effectively communicate complex, detailed information in a clear, concise manner for a variety of audiences
- Support to build and maintain strong relationships with other state and national regulatory bodies, as well as related professional organizations
- Demonstrates ability to work in collaborative work environment

### **Education and Experience**

- A minimum of a master's degree and three to five years related experience in higher education administration, educational administration and leadership, instructional design, curriculum and instruction, higher education policy, policy studies, college teaching, or similar
- Experience with one or more of the following is a plus: accreditation, academic transfer, student retention and success initiatives, online teaching and learning, academic program development and implementation, early college initiatives

### **Work Location**

Work locations are Chicago, IL or Springfield, IL, with a hybrid or remote work schedule. Those located in other areas of Illinois will also be considered. Travel within Illinois is expected, as required by the work.

### **Salary**

Salary is commensurate with experience. We offer the state's competitive employee benefits package.

### **Application Process**

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 as soon as possible and will be conducted virtually. his posting will remain open until filled. Please submit your materials by e-mail to:

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

## **About IBHE**

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.

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.