



Posting for

## Assistant Director

State Universities Civil Service Classification is  
Level IV: Human Resource Assistant Manager #2137

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 Illinois Board of Higher Education (IBHE) is seeking a Human Resource Assistant Director. The Assistant Director of Human Resources leads and directs the routine functions of the Human Resources (HR) department and provides advice and assistance to the Executive Director and IBHE staff on human resource issues and enforcing agency policies and practices. The Assistant Director will develop and lead the agency's recruitment strategy with a focus on diversity, equity and inclusion and help lead internal strategies that foster DEI practices.

The ideal candidate will be passionate about public service and education; a good communicator and intellectually curious; committed to continuous learning and growing; and a supportive colleague, reinforcing a strong team-focused culture. This position reports to the Chief of Staff. There are no direct reports to this position.

### **Major Duties & Responsibilities:**

- Oversee the development of the agency's recruitment and hiring strategy, with an emphasis on DEI, and supports the agency's work to build a strong DEI culture
- Oversee the agency's hiring, promotion, and exit procedures and activities
- Review, analyze and participate in the development and implementation of human resource policies, programs, and procedures; suggest changes in policies and procedures, as needed
- Counsel IBHE staff on human resource policies and rules; ensure employees follow all policies and procedures; recommend courses of action or identify and resolve problems based on employee

and agency needs

- Assess reports provided to HR to determine employee performance and training needs
- Conducts State University Civil Service System classification analysis and supports audits
- Supervise all HR activities, communications, reports, requests and documents created and received
- Oversee and implement Equal Employment Opportunity responsibilities
- Some travel required
- Performs other related duties as assigned

### **Education and Experience**

- Bachelor's degree from an accredited college or university and one year of experience in human resources, business admin or management. Master's degree in related field may substitute for experience.

### **Knowledge, Skills, and Abilities**

- Knowledge of principles and procedures used in human resources.
- Knowledge of federal and state laws, rules, and/or regulations affecting public human resource administration; ability to develop a broad knowledge of those of the employing institution.
- Proficiency in working with operations managers, staff, and the public.
- Proficiency in writing and editing reports and other materials.
- Skill in organizing, analyzing, and interpreting data.
- Administrative ability.
- Ability to plan, supervise, and evaluate the work activities of others.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to organize human resource operations and coordinate them with other organizational units.
- Ability to review and formulate/revise human resource policies and procedures.
- Able to communicate effectively verbally and in writing with individuals of varying levels of responsibility and backgrounds.
- Ability to create and maintain good working relationships with individuals of varying levels of responsibility and backgrounds.
- Strong organizational and time management skills.
- Ability to work independently balancing multiple assignments.
- Proficient in using Microsoft Office Suite software.

### **Work location**

Work location are Chicago, IL or Springfield, IL with a hybrid or remote work schedule. 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, (3) copy of college transcript, and (4) 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. This posting will remain open until filled. Please submit the requested materials by email to: [humanresources@ibhe.org](mailto: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. 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 accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.