



Posting for  
**Assistant Director**

State Universities Civil Service Classification is  
Program Coordinator

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 an Assistant Director in the [Private Business and Vocational Schools](#) unit. The Assistant Director will focus on institution approval, academic program approval, and initiatives to advance statewide goals related to the Board's strategic plan – *A Thriving Illinois*.

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.

**Major Duties & Responsibilities:**

- Analyze and recommend approval or disapproval of requests for new operating and program authority from private entities proposing to offer career and technical education, review of approved private business and vocational schools and programs, investigate and develop cases for revocation of institutional authorizations when indicated.
- Assist with keeping abreast of relevant federal and state laws, legislation, rules, regulations, and developments in the field of institution and program authorization and approval.
- Support the development and implementation of policies and initiatives to advance agency and statewide goals/priorities relative to postsecondary education.
- Investigate and resolve student complaints.
- Assist with the collection and analysis of data for reporting purposes.
- Collaborate with counterparts at other agencies to advance higher education initiative related to agency goals and state priorities.

- Some travel required.

### **Education and Experience**

- Bachelor's degree from an accredited college or university and one year of experience in education, training, or related field. Master's degree in related field may substitute for experience.

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

- Ability to analyze, interpret, and investigate 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 agency and statewide goals/priorities relative to postsecondary education.
- 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 position will remain open until it is 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 accommodation upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.

***Multiple positions open.***