



## **Illinois Board of Higher Education**

### **Assistant Director for Academic Affairs / PBVS**

The Illinois Board of Higher Education (IBHE), located in Springfield, is currently accepting applications for a full-time Assistant Director with the Division of Private Business and Vocational Schools (PBVS). This position provides direct support to the Academic Affairs Deputy Director and Senior Associate Director in the areas of institution approval, academic program approval, and initiatives to advance statewide goals. This position is subject to the rules and regulations of the State Universities Civil Service System for the Program Coordinator classification ([www.sucss.illinois.gov](http://www.sucss.illinois.gov)).

#### **PRINCIPAL RESPONSIBILITIES:**

- Analyze and recommend approval or disapproval of requests for new operating and program authority from institutions providing career and technical education, recommend periodic review of private business and vocational schools and their programs when necessary, 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.
- 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 goals.
- Coordinate and perform post-approval reviews of private business and vocational schools and academic programs.
- Resolve student complaints.
- Requires approximately 10 days per year of in-state travel.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

- High school graduation or equivalent.
- Any one or any combination of the following, totaling three years or 36 months, from the following categories: (a) College course work in any field (60 semester hours equals 1 year or 12 months; 90 semester hours equals 2 years or 24 months; and 120 semester hours or more equals 3 years or 36 months) and (b) Progressively more responsible work experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.
- Two years of responsible experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.

#### **MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Skill in oral and written communication
- Ability to develop specific goals and plans to prioritize, organize, and accomplish tasks
- Ability to work effectively with staff, the public, and outside constituency groups
- Ability to solve complex problems
- Supervisory and administrative ability
- Ability to utilize various computer software packages
- Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems
- Ability to analyze and develop guidelines, procedures, and systems

For full consideration: submit a letter that describes your qualifications for this position, a resume with your work history and educational background, the contact information of three references, and an unofficial copy of your college transcript. Application materials may be submitted by mail or email. All materials should be submitted by 5 p.m. on **Friday, September 6, 2019** to:

Karen Helland, Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701  
[helland@ibhe.org](mailto:helland@ibhe.org)

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