

ASSOCIATE DIRECTOR FOR STUDENT DEVELOPMENT--The Associate Director for Student Development reports directly to the Senior Director for Student Development and has the following responsibilities:

1. Performance – Regular Assignments:
 - a. Assist in coordinating the planning and implementation of student development programs and activities at community colleges.
 - b. Assist in the monitoring of key student policy issues at the state level including financial aid policies, interagency agreements for services to students with disabilities, and ease of course transfer.
 - c. Provide accurate and timely assistance to community college constituents seeking assistance in addressing issues with local colleges. Address complaints and requests from community college students and Lincoln’s Challenge participants.
 - d. Assist with coordinating, planning, and providing staff work for the Student Advisory Committee (SAC), Student Advocacy Day, Phi Theta Kappa initiatives, and other student activities.
 - e. Coordinate the ICCB’s role in statewide agreements with the Community College Survey of Student Engagement and other support services tools.
 - f. Create and maintain support services outreach materials such as newsletter, articles, and social media.
 - g. Responsible for the ICCB’s requirements as part of the Lincoln’s Challenge Academy and manage the Lincoln’s Challenge scholarship program for the system.
 - h. Assist in increasing student scholarships.
 - i. Produce reports on an annual basis regarding student development initiatives.
 - j. Manage the community college Lincoln Academy/Student Laureate Awards.
 - k. Work with Director of Academic Affairs regarding transfer and articulation projects.
 - l. Other duties as assigned by the Senior Director for Student Development and the Vice President of Academic Affairs and Workforce Development.

2. Liaison:
 - a. Illinois Interagency Coordinating Council on Students with Disabilities
 - b. Illinois Higher Education Center
 - c. Illinois Council on Developmental Disabilities
 - d. Disabilities Advisory Committee
 - e. Illinois Community College Student Activities Association
 - f. Illinois Terrorism Task Force

Minimum Qualifications:

1. High school graduation or equivalent
2. Bachelor’s degree
3. At least two years of experience in a full-time recreational program (working with students)

Associate Director of Student Development (continued)

Additional Desirable Qualifications

1. Master's Degree
2. Ability to work effectively with students, staff, and the public
3. Experience with, or adequate knowledge of, the Illinois Community College System.

Employee	Date	Supervisor	Date
9/11			

State Universities Civil Service System Title: Grants/Contracts Development Specialist