



ASSISTANT DIRECTOR FOR PROGRAM COMPLIANCE:

The Assistant Director for Program Compliance plays a pivotal role in ensuring the adherence of various grantees to policies and procedures in accordance with Education Department Guidance, Administrative Regulations, and the Illinois Grant Accountability and Transparency Act. This position requires a dynamic individual to provide support, guidance, and oversight in collaboration with programmatic, compliance, and finance teams.

Duties/Responsibilities:

Grant Administration and Compliance

- Provide support and guidance to grantees in interpreting and administering policies consistent with Education Department Guidance, Administrative Regulations, and the Illinois Grant Accountability and Transparency Act.
- Facilitate the grant process from start to finish, managing all required documents, including notices of funding opportunity, programmatic risk assessments, and reporting.
- Review and approve budgets, budget modifications, and quarterly reports submitted by grantees.
- Utilize the grant management system to review and approve grant-related documents.
- Develop, implement, and maintain written policies and procedures for various programs and initiatives.
- Organize and maintain the division's paper and electronic records as required by federal and state laws.

Program Monitoring and Evaluation

- Work with program staff to monitor and assess program effectiveness, policies, and compliance for all relevant grants within the division.
- Participate in the development and dissemination of grant program manuals.
- Complete and fulfill federal and state audit compliance requests in consultation with program staff.

Training and Technical Assistance

- Provide technical assistance, training, and professional development to grantees on grant-related processes.
- Attend relevant conferences and training sessions specific to grant administration and compliance.

Other Responsibilities:

- Perform other duties as assigned.



Minimum Qualifications:

- Bachelor's degree in business administration, public administration, or finance

Additional Desirable Qualifications:

- Master's Degree
- Two years of responsible managerial or administrative work experience
- Experience with instructional programs, instructional support services, and / or program evaluations at community colleges or other postsecondary institutions.
- Experience with grant management.
- Experience with, or adequate knowledge of, the Illinois Community College System.