



### **ASSISTANT DIRECTOR FOR WORKFORCE EDUCATION:**

The Assistant Director for Workforce Education will oversee grant programs, including serving as the project lead for the Innovative Bridge and Transitions Grant, ensuring compliance, providing technical assistance, and supporting resource development and collaboration to advance educational and workforce initiatives.

#### **Duties/Responsibilities:**

##### **Grant Management and Oversight:**

- Track and review relevant grants, data, and reports, ensuring grantees meet programmatic deliverables and fiscal compliance.
- Serve as the project lead for the Innovative Bridge and Transitions Grant, directly managing the grant and offering technical assistance to grantees.

##### **Technical Assistance and Professional Development:**

- Provide technical assistance and professional development to grantees, particularly non-community college grantees, such as community-based organizations.
- Design and work with professional development contractors to ensure required and specific technical assistance is delivered to grantees.

##### **Program Development and Evaluation:**

- Support the development, implementation, and evaluation of instructional models incorporating work-based learning in collaboration with the Senior Director and other divisional staff.
- Participate in the production, development, review, and evaluation of relevant guidelines, procedures manuals, and resources, in collaboration with Programmatic and Grant Compliance staff.
- Write reports or briefs relevant to project activities, including effective bridge and transition practices.

##### **Representation and Collaboration:**

- Attend and represent the ICCB at workshops, meetings, and conferences, and assist in planning various meetings as assigned.

##### **Other Responsibilities:**

- Perform other duties as assigned



### **Minimum Qualifications:**

- Bachelor's degree
- A total of two years in education, training, and/or work experience in the areas of work-based learning, (such as apprenticeships), career and technical education, adult education, instructional programs, instructional support services, grant management or program evaluation at the postsecondary level. A master's degree in an area consistent with the duties of the position may be substituted for one year of work experience.
- Experience working with Microsoft Suite programs.

### **Additional Desired Qualifications:**

- Demonstrated oral and written communication, human relations, and analytical skills.
- Experience working with private, state, and/or federal grants.
- Experience in or adequate knowledge of the Illinois Community College system.

### **Required Applicant Documents**

- Resume
- Cover Letter
- Illinois Community College Board application ([APPLICATION FOR EMPLOYMENT](#))

Please Note: These documents are required to be submitted via email to [iccb.careers@illinois.gov](mailto:iccb.careers@illinois.gov) to complete the application process.

### **Optional Applicant Documents**

Transcripts

DD-214 - To be eligible for Veteran's Preference points on the exam, appropriate military service documentation such as a DD-214 must be submitted prior to the application deadline.

### **Special Instructions for Applicants**

Please fully complete the entire application including, but not limited to, the education and work history portions. Be specific on your work history, including employment dates and duties for all positions held. Please do not put "see resume" in the duties and responsibilities section of the work history. This will be considered an incomplete application and incomplete applications will not be considered.

The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials is required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated based on your education and experience, and your name will be placed on the active



employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview.

**Important Information for Applicants**

This position requires a criminal background investigation and, if applicable, an employment history review. Any offer of employment is contingent upon successfully passing these checks. Employment may not commence until the results of the background investigation have been reviewed and approved by Human Resources.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.