



ASSISTANT DIRECTOR FOR ACADEMIC INNOVATION AND PARTNERSHIPS:

The Assistant Director for Academic Innovation and Partnerships will assist with the implementation and evaluation of dual credit, education pathways, and workforce equity initiatives to enhance access and equity across Illinois community colleges. Assist with policy oversight, grant management, stakeholder collaboration, and compliance efforts.

Duties/Responsibilities:

Dual Credit Programs and Policy Implementation

- Assist in the oversight, implementation, and assessment of the Dual Credit Quality Act (110 ILCS/27), ICCB Dual Credit grants, ICCB Dual Credit Recognition submissions and review, and related dual credit programs at community colleges and their high school partners.
- Assist in the management and revision of the parameters of the Model Partnership Agreement (MPA) and support colleges in developing and managing best practices around partnership agreements.
- Collect and review dual credit partnership agreements from community colleges and their high school partners and **assist in the** approval process for agreements requiring Board approval.
- **Assist with** the dual credit portion of the Recognition process and other relevant reporting and evaluation efforts.

Education Pathways Initiatives

- Assist in the execution of the Early Childhood Access Consortium for Equity Act (ECACE) and other education pathways initiatives targeting underserved or underrepresented populations.
- Support interagency work, including data collection and technical assistance webinars, for Consortium sustainability by representing ICCB on relevant ECACE committees, working groups, and meetings.
- Assist the agency's inclusion-focused projects, including the Workforce Equity Initiative (WEI) and Equity Plan implementation across the system.
- Facilitate engagement with national and statewide organizations to identify, support, and provide guidance on evidence-based best and promising practices for dual credit, early childhood and teacher education and workforce equity initiatives.

Grant Management and Compliance

- Assist with the grant-making process for dual credit, early childhood and teacher education, or equity-related activities in accordance with GATA and other applicable requirements.
- Work with internal grant staff to ensure compliance with grant requirements.



Stakeholder Engagement and Professional Development

- Develop, attend, and support workshops, meetings, and conferences, including content development and presentation of information to the field on dual credit, concurrent enrollment, equity plan early childhood, teacher education, and workforce equity initiatives.

Data Collection and Analysis

- Support data collection and tools for quantitative and qualitative analysis and evaluation by ICCB in areas of responsibility.

Other Responsibilities:

- Perform other duties as assigned, which may include occasional travel.

Minimum Qualifications:

- Bachelor's degree
- A total of one year in education, training, and/or work experience in higher education administration, community college academic and/or student affairs, dual/concurrent enrollment teaching or administration, early childhood education and care or K-12 teaching, or related experience. A master's degree in an area consistent with the duties of the position may be substituted for one year of work experience.

Additional Desired Qualifications:

- Master's degree
- Knowledge and experience in the fields of dual credit, concurrent enrollment, academic or student affairs, higher education, and early childhood education and care.
- Experience managing state or federal grants.
- Ability to work with multiple partners and stakeholders on large projects from inception through completion.
- Effective communication, human relations, and analytical skills.
- Experience in, or adequate knowledge of, the Illinois Community College system.

Salary and Benefits:

- Salary range: \$43,700.00 - \$47,700.00 /year
- State Competitive Employee Benefits ([FY 2025 Benefit Choice - State Employees Group Insurance Program](#))

**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 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.