



## **DIRECTOR FOR ACADEMIC AFFAIRS:**

The Director for Academic Affairs will provide guidance in academic areas such as transfer, articulation, transitional instruction, and faculty engagement. Responsibilities include managing the Illinois Articulation Initiative, overseeing program reviews, supporting course approvals, administering grants, and collaborating with stakeholders to develop policies and enhance services.

### **Duties/Responsibilities:**

#### **Leadership and Collaboration:**

- Collaborate with state agencies, educational institutions, and ICCB employees to provide leadership in transfer, articulation, transitional instruction, and college and career readiness.
- Engage with community colleges, Chief Academic Officers, and commissions to monitor issues, offer assistance, and develop state initiatives and policies for service improvement.

#### **Academic Oversight:**

- Support the approval process for transfer, CTE degrees, and courses, including preparing recommendations for Board approval.
- Monitor academic issues at the state level and prepare reports, recommendations, or stakeholder responses.
- Assist with academic reporting requirements, including Recognition and Program Review reports, and contribute to statewide reporting efforts.

#### **Program and Initiative Management:**

- Serve as Co-coordinator of the Illinois Articulation Initiative, overseeing panels, course approvals, website enhancements, and communication with institutions and the public.
- Administer and manage grant programs like Transitional Instruction, as needed.

#### **Faculty and Stakeholder Engagement:**

- Address key faculty issues such as qualifications, dual credit, and faculty engagement for system-wide recommendations.



### **Other Responsibilities:**

- Perform other duties as assigned

### **Minimum Qualifications:**

- Bachelor's degree.
- A total of three (3) years (36 months) in education, training and/or work experience in the area of specialization inherent to the position. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.

### **Additional Desired Qualifications:**

- Master's degree.
- At least five years' experience at an institution of higher education.
- Demonstrated analytical skills, communication skills, and human relations skills.
- Experience with the Illinois public 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.