

## **ASSOCIATE DIRECTOR FOR DUAL CREDIT AND CONCURRENT ENROLLMENT:**

The Associate Director for Dual Credit and Concurrent Enrollment reports to the Senior Director for Academic Affairs and Instruction and is responsible for implementation of the Dual Credit Quality Act and supporting institutions in dual credit and dual enrollment opportunities, oversight of relevant grants, and assistance in compliance and reporting of dual credit. More specifically, the Associate Director has the following responsibilities:

### **1. Performance - Regular Assignments:**

- a. Provide leadership and technical assistance in the administration of the Dual Credit Quality Act ([110 ILCS/27](#)) including recommendation and implementation of relevant policy or administrative rule.
- b. Assist in the management and updating of the parameters of the Model Partnership Agreement (MPA) and support colleges in development and management of best practices around partnership agreements.
- c. Collect and review dual credit partnership agreements from community colleges. Coordinate the process for approval (as appropriate) of agreements that require Board approval.
- d. Engage with national and statewide organizations on dual credit to identify, support, and provide guidance on evidence-based best and promising practices for dual credit.
- e. Act as a liaison to maintain regular communication with representatives from other Illinois state agencies about dual credit and dual enrollment.
- f. Oversee the grant making process to community colleges for dual credit related activities in accordance with GATA and other applicable requirements. Work with internal grant staff to ensure compliance with grant requirements.
- g. Lead the dual credit portion for the Recognition process and other relevant reporting and evaluation efforts.
- h. Develop, attend, and support workshops, meetings, and conferences as appropriate including development of content and presentation of information to the field on various dual credit and dual enrollment related topics.
- i. Work in collaboration with other state agencies (e.g., IBHE, ISBE, etc.) to assist in implementation of state standards for dual credit.
- j. Support data collection tools for use in the quantitative and qualitative analysis and evaluation by ICCB of dual credit and dual enrollment efforts.
- k. Other duties as assigned by the Senior Director for Academic Affairs and Instruction.

### **2. Liaison:**

- a. Illinois Board of Higher Education
- b. Illinois State Board of Education

## **Minimum Qualifications**

1. Bachelor's degree
2. A total of one year in education, training, and/or work experience in higher education administration, community college academic affairs or dual/concurrent enrollment, or related

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experience. *A master's degree in an area consistent with the duties of the position may be substituted for one year of work experience.*

3. Knowledge and experience in the field of dual or concurrent enrollment, admissions, or higher education.

**Additional Desirable Qualifications**

1. Master's degree
2. Experience managing state or federal grants.
3. Ability to work with multiple partners on large projects from inception through completion.
4. Effective communication, human relations, and analytical skills.
5. Experience in, or adequate knowledge of, the Illinois Community College system.