



DIRECTOR FOR PROGRAM SUCCESS:

The Supporting Universities and Colleges in creating Equitable student success (SUCCESS) Program Director leads the execution of the SUCCESS program and the WEI program. This position ensures compliance with state and federal requirements, provides technical assistance to institutions, oversees budgetary processes, and manages reporting. The role also includes project planning, stakeholder collaboration, and representation of the agency in external meetings, with a focus on supporting these two large-scale programs that impact colleges and students across the state.

Duties/Responsibilities:

Grant and Program Management:

- Ensure compliance with reporting standards, grant agreements, and intergovernmental agreements.
- Provide technical support for SUCCESS program and the WEI program and related grants.
- Facilitate the submission of SUCCESS institutional plans, including analysis, feedback, presentations, and reporting to support continuous improvement.
- Offer guidance for the SUCCESS program and the WEI program implementation at colleges and partner organizations.

Project Oversight and Planning:

- Develop detailed project plans outlining scope, goals, deliverables, resources, budget, and timelines.
- Monitor timelines, milestones, and deliverables to ensure projects and programs remain on track.
- Assign and oversee resources and personnel involved in program execution.
- Use project management systems and tools to track performance and outcomes.

Reporting and Representation:

- Compile and present reports on program activities for agency leadership, the Governor's Office, and other stakeholders.
- Represent the agency at conferences, convenings, and state-level meetings related to supported programs.
- Maintain clear communication with stakeholders, providing updates and addressing issues promptly.

Financial Oversight and Risk Management:

- Collaborate with fiscal staff to oversee program budgets, amendments, and financial controls.



- Ensure program resources are aligned with strategic goals.
- Conduct risk management activities to minimize program and project risks.

Collaboration and Capacity Building:

- Establish and maintain partnerships with colleges, third-party providers, and state agencies.
- Coordinate internal staff and external partners to ensure smooth program execution.
- Support professional development and technical training opportunities for staff and stakeholders involved in program delivery.

Strategic Planning and Proposal Development:

- Contribute to the design of proposals for new or expanded programs.
- Support strategic planning efforts that align program objectives with agency priorities.
- Assist in identifying opportunities for innovation, sustainability, and systemwide improvement.

Other Responsibilities:

- Serve as a liaison between internal departments, state agencies, and external partners to promote effective communication, collaboration, and alignment with organizational goals.
- Ensure all deliverables meet quality standards.
- Maintain comprehensive program and project documentation.
- Perform other duties as assigned, which may include occasional travel.

Minimum Qualifications:

- Bachelor's degree in business, education, public administration, or related field.
- A total of three (3) years (36 months) in education, training and/or work experience in the area of program administration, student services, or higher education policy. (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 Desirable Qualifications:

- Master's Degree
- Grant management and compliance experience.
- Proficiency with Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams).
- Ability to work effectively with external providers, vendors, or institutional partners.
- Strong oral and written communication skills.
- Experience in program administration within higher education or workforce development.



Salary and Benefits:

- Salary range: \$64,625.00 - \$68,625.00 /year
- State Competitive Employee Benefits ([FY 2026 Benefit Choice - State Employees Group Insurance Program](#))
- Be Well Illinois: [Be Well Illinois](#)
- State University Retirement System: [SURS_In_Brief.pdf](#)

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 are 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. Register will be cleared after position is filled.

Important Information for Applicants:

This position requires a criminal background investigation and, if applicable, an employment

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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.