

EAST ST. LOUIS HIGHER EDUCATION CAMPUS DIRECTOR: The East St. Louis Higher Education Campus Director at the East St. Louis Higher Education Campus (ESLHEC) reports directly to the Deputy Executive Director. The position has the following responsibilities:

1. Supervision:

- a. **Function:** Oversight of daily programming and activities of the East St. Louis Higher Education Campus and coordination with partner institutions on the campus.
- b. **Staff:** Office Administrator

2. Performance – Regular Assignments

- a. Manage and monitor relevant grants, ensuring that grantees are meeting programmatic deliverables and fiscal compliance.
- b. Coordinate with partner community colleges to ensure academic and support services are available to students.
- c. Serve as the liaison between the ESLHEC and the Illinois Community College Board (ICCB).
- d. Establish, monitor, and amend policies, procedures, and standards for the effective operation of the ESLHEC.
- e. Engage with the East St. Louis Community to ensure community needs are incorporated into ESLHEC planning.
- f. Coordinate the development of a strategic plan that is consistent with the ICCB's goals and vision for the campus and reflects community input.
- g. Develop strategies to increase enrollment in community college programs and conduct outreach to market campus activities within the community.
- h. Convene partner institutions on a regular basis to receive updates from each institution and coordinate the delivery of programs and services on campus.
- i. Work with ICCB external affairs staff and partner institutions to ensure regular updates of the ESLHEC website.
- j. Prepare quarterly and annual reports on campus activities, ICCB board agenda items, and any additional reports and documents as needed.
- k. In collaboration with ICCB leadership, convene quarterly the ESLHEC Advisory Committee.
- l. Engage with local WIOA partners and other local business and community partners to support campus programs and activities.
- m. Other duties as assigned by the Deputy Executive Director and Chief of Staff.

3. Liaison

- a. Southern Illinois University Edwardsville
- b. Southwestern Illinois College, Lewis & Clark Community College, and any future community college partners
- c. Local Workforce Investment Area 24

East St. Louis Higher Education Campus Director (Continued)

- d. East St. Louis School District 189 and Cahokia School District 187.
- e. Local and regional community-based organizations serving East St. Louis.
- f. Local and regional employers.

Minimum Qualifications

1. Master's degree in higher education, adult education, business, public administration, or a related area, or a bachelor's degree and at least three years' experience in educational administration.
2. At least four years' experience with workforce programs, including adult education, career and technical education, or workforce education and training.
3. Demonstrated communication, human relations, and analytical skills.
4. Demonstrated supervisory experience.
5. Established effective working relationships with co-workers, officials, and colleagues.
6. Strong and articulate presentation skills.

Additional Desirable Qualifications

1. Earned doctorate.
2. Experience with policy development.
3. Knowledge and understanding of grant making processes.
4. Ability to work independently and exercise judgment.
5. Seasoned problem-solver with the ability to manage conflict.
6. Understanding of, and a strong commitment to, the concept of the comprehensive community college.