

**ASSOCIATE DIRECTOR FOR WORK-BASED LEARNING:** The Associate Director for Work-Based Learning reports to the Senior Director for Workforce Education and has responsibility for assisting with project management and technical assistance to community colleges and other providers offering work-based learning initiatives and transition-related services. More specifically the Associate Director for Work-Based Learning has the following responsibilities:

**1. Performance - Regular Assignments:**

- a. Provide direct support to the Director of Work-Based Learning on the development, implementation, and evaluation of various instructional models where work-based learning is incorporated.
- b. Track relevant grants, data, and reports, ensuring that grantees are meeting programmatic deliverables and fiscal compliance.
- c. Assist programs in the interpretation and administration of policies and procedures consistent with the objectives of the ICCB and any related federal policy including, but not limited to, assessment, data collection, and reporting.
- d. Work with professional development contractors, as directed, to ensure required and specific technical assistance is delivered.
- e. Participate in the production, development, review, and evaluation of relevant guidelines, procedure manuals, and other resources.
- f. Work with Adult Education and CTE staff to foster information sharing for transition-related projects.
- g. As required, write reports or briefs relevant to project activities.
- h. Attend and represent the ICCB at pertinent workshops, meetings, and conferences and assist in planning various meetings as assigned.
- i. Other duties as assigned by the Director for Work-Based Learning, Senior Director for Workforce Education, or Deputy Director for Workforce Education.

**2. Liaison:**

- a. The Illinois Center for Specialized Professional Support
- b. The Southern Illinois Professional Development Center

**Minimum Qualifications**

1. Bachelor's degree
2. A total of two years in education, training, and/or work experience in the areas of career and technical education, adult education, instructional programs, instructional support services, or program evaluation at the postsecondary level. *A master's degree in an area consistent with the duties of the position may be substituted for one year of work experience.*
3. Two years of experience working with Microsoft Suite programs

**Additional Desirable Qualifications**

1. Demonstrated oral and written communication, human relations, and analytical skills.
2. Experience working with private, state, and/or federal grants.
3. Experience in or adequate knowledge of the Illinois Community College system.