



## POSITION ANNOUNCEMENT

# ASSISTANT DEAN OF ACADEMIC SERVICES ILLINOIS EASTERN COMMUNITY COLLEGES

**DESCRIPTION:** The Assistant Dean of Academic Services reports directly to the Chancellor and serves an important role in the short and long-term planning of educational programs across District 529. Job duties include, but are not limited to: supporting the instructional process with respect to academic compliance issues: accreditation, program review, assessment, institutional research (IR), grants, etc.; supporting the college deans of instruction by serving as the liaison between the District Office, the IECC colleges, the Illinois Community College Board (ICCB), The Illinois Board of Higher Education (IBHE), and the Higher Learning Commission (HLC); Coordinating academic support services related to the implementation, evaluation, modification, and removal of Transfer and CTE curricula and courses, program review, articulation agreements, and cooperative agreements; supporting the district's assessment of student learning efforts, online learning, IAI, and RAMP document; monitoring ICCB, IBHE, HLC and DOE correspondence and bring recommendations for changes in student code, policy and/or procedures to remain in compliance with state and federal recommendations or statutes; serving as an ex-officio member of the Council of Deans and a member of the Chancellor's Cabinet.

**QUALIFICATIONS:** Bachelor's degree from an accredited university required. Experience in educational administration and/or five or more years of experience in higher education preferred. Knowledge in any or all of the following areas: higher education, institutional or program accreditation, education to careers, grant writing, curriculum and course development, distance learning, Title III, Perkins Grants. Direct experience with or practical knowledge of academic advising, financial aid, distance learning and instructional technologies.; Experience with curriculum development and program assessment; Ability to work collaboratively across interdisciplinary teams is essential. Ability to lead and supervise staff; and ability to make sound decisions in accordance with college policy, rules, regulations, and department policies is preferred. Must have excellent oral, written and verbal communication skills and be able to organize and prioritize work.

**WAGES/BENEFITS:** \$49,645-\$57,091 per fiscal year. Send a letter of interest, resume, application forms (available online), transcripts, and three letters of recommendation to:

Human Resources  
Illinois Eastern Community Colleges  
233 East Chestnut St.  
Olney, IL 62450

Or email documents to [hartd@iecc.edu](mailto:hartd@iecc.edu)

**APPLICATION DEADLINE:** Applications will be reviewed as received, and will be accepted until the position is filled.

**STARTING DATE:** Pending IECC Board of Trustees approval.

Illinois Eastern Community Colleges is a multi-campus district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education

***IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.***