



Job Posting for

Board Secretary and Executive Assistant to Executive Director

The Illinois Board of Higher Education is currently accepting applications for a Board Secretary and Executive Assistant to the Executive Director in Springfield, Illinois. This full-time professional position is responsible for providing administrative support in a manner that reflects the priorities of the Board of Higher Education. This position reports directly to the Executive Director and works under general supervision to perform a wide variety of administrative support tasks that require the use of discretion, judgment, initiative, and organizational skill.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepare Board meeting agendas, notices, locations, and postings for five statewide meetings each year
- Finalize Board agenda items in consultation with staff, Executive Director, Board Chair, and Legal Counsel
- Provide executive administrative support to the Board Chair and Executive Director
- Coordinate meetings, logistics, correspondence, advance preparation of materials, and follow-up activities
- Work with senior staff in the execution of Board initiatives
- Maintain records, documents, and files for the Board and Executive Director
- Supervise three office support staff members

MINIMUM REQUIRED CREDENTIALS:

- Associate degree plus two or more years of experience in higher education and/or office management related position
- Degree requirement may be replaced with an additional three or more years of experience in serving as a board secretary and/or executive assistant

PERSONAL ATTRIBUTES NEEDED:

- Demonstrated leadership skills and abilities
- Exceptional skills in communications and interpersonal relations
- Strong facilitation and organization skills
- Able to handle confidential information with highest level of professionalism and discretion
- Commitment to quality and integrity
- Ability to travel as necessary (minimum of five Board meetings)

For full consideration, submit a cover letter, a resume with work history and educational background, the contact information of three professional references, and a copy of college transcripts to verify an applicant's education requirements, as needed. Application materials may be submitted by mail or e-mail. All materials should be submitted by 5 p.m. on Monday, **November 18, 2019** to:

Karen Helland, Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite #333, Springfield, IL 62701
helland@ibhe.org

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