



Illinois Board of Higher Education

Office Support Specialist for Academic Affairs

The Illinois Board of Higher Education is currently accepting applications for a full-time Office Support Specialist in Springfield. This position is a direct report to the Deputy Director for Academic Affairs and provides office support to five staff members. The Office Support Specialist performs a wide variety of office support tasks that require the use of judgment, initiative, and skill.

This position is subject to the rules and regulations of the State Universities Civil Service System (www.sucss.illinois.gov). All applicants meeting the minimum education and experience requirements must successfully complete an examination for this position.

PRINCIPAL RESPONSIBILITIES:

- Compile and edit documents for Board meetings
- Coordinate logistics for various meetings and travel
- Maintain records of fiscal transactions, both revenues and expenditures
- Prepare correspondence and meeting minutes
- Safeguard sensitive information
- Maintain multiple calendars
- Provide office support for projects and day-to-day operations

EDUCATION AND EXPERIENCE REQUIRED:

- High school graduation or equivalent, and
- Twelve months of clerical/office support work experience in positions of comparable responsibility, and
- Any one or combination totaling 24 months from the following categories: (a) work experience performing clerical/office support work, including use of computer systems; (b) vocational training that provided a knowledge of generally accepted clerical procedures; (c) college or university course work in Office Occupations, Business Administration, Business Education, or closely related fields (36 semester hours = 24 months); (d) college or university course work in any curriculum (60 semester hours = 24 months).

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of office support and general office practices and procedures
- Proficient in using Microsoft Office software (Word, Excel, and Outlook)
- Extensive knowledge of spelling, grammar, punctuation, sentence and paragraph structure and formatting
- Excellent oral and written communication skills
- Attention to detail

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. Application materials may be submitted by mail or e-mail. All materials should be submitted by 5 p.m. on **Wednesday, March 21** 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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