



# Illinois Board of Higher Education

## Public Information Officer

The Illinois Board of Higher Education (IBHE) is seeking a qualified communications expert to join our staff in Springfield, Illinois. Under the direction of the Executive Director, this position is responsible for disseminating information about or affecting higher education in Illinois to the news media and the public.

### PRINCIPAL RESPONSIBILITIES:

- Plans, develops, administers, and coordinates program of public information and education, includes preparing speeches, press releases, public presentations and informal speaking engagements
- Participates in the development and implementation of Board objectives as they relate to public information, including the master plan for higher education
- Assists the Legislative Liaison in disseminating the Board's position on topics and issues
- Directs and coordinates multimedia content, ensuring compliance with accepted internal and external practices, etiquette, language and style
- Researches and gathers information relevant to higher education from external sources and colleagues
- Serves as a point of contact to coordinate the exchange of information with the media, colleges and universities, state and federal agencies, and other organizations
- Disseminates information and items appropriate for release through the IBHE web site and social media
- Travels to Board meetings to assist the news media and the public
- Advises, develops and implements new or revised standards of IBHE branding
- Serves as the IBHE liaison with the Student Advisory Committee
- Prepares and submits the IBHE annual report at the end of the fiscal year

### EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree with a major in communications or related discipline (master's degree preferred)
- Minimum of two years of related experience in communications

### DESIRED SKILLS AND TRAITS:

- Effectively communicate orally and in writing as appropriate for the audience
- Interpret, condense, and edit information for various media formats
- Establish and maintain cooperative relationships to ensure effective communications
- High level of personal integrity, diplomacy, discretion, and tact

For full consideration, submit (1) a cover letter that clearly describes how you meet the qualifications, (2) a resume with history of work experience and education, and (3) at least three professional references including names, professional titles, and current phone numbers. All application materials should be submitted by 5 p.m. on **Tuesday, May 22, 2018** to:

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

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