



**Lincoln Land
Community College**

Staff Vacancy Announcement
Human Resources 217-786-2752 www.llcc.edu/hr

Director of Adult Education and Literacy

Lincoln Land Community College is currently accepting applications for a Director, Adult Education and Literacy to supervise administration of the college's Adult Education and Literacy program, inclusive of Adult Basic Education, Adult Secondary Education, High School Equivalency preparation, English as a Second Language, bridge and career pathway programs, and literacy programming; provide opportunity and access for adult education students to post-secondary and workforce training; and write grants to support adult education and transition programming.

This position reports to the Vice President, Student Services and essential job responsibilities include:

- Create and manage multiple grant budgets to support Adult Education programming
- Hire, supervise and evaluate staff
- Oversee program development and implementation
- Research, write and submit grants to support department goals
- Develop schedule of classes
- Provide professional development opportunities for department staff and instructors
- Develop curriculum for bridge and pathway programs aligned to state content standards and post-secondary education/CTE programs
- Participate in all activities required under the Workforce Innovation & Opportunity Act (WIOA)
- Facilitate and monitor office operations

Requirements include:

- Bachelor's degree (master's degree in higher education administration, adult education, or related area preferred)
- Three years' experience in an academic setting
- Five years demonstrated supervisory experience
- Demonstrated experience in grant research, writing and management
- Knowledge of personnel and budget management, marketing, sales and promotions, regulatory requirements
- Demonstrated experience with adult education programming, related grant programs, and local/state/federal regulations pertaining to adult education
- Demonstrated written and oral communication skills, teamwork, problem solving and conflict resolution, and the ability to develop and manage strategic planning efforts

Salary will be commensurate with education and experience but will be no less than \$57,154 per year with an excellent benefit package. The full position description, qualifications and application can be accessed at www.llcc.edu/hr. This position will be open until filled; however, for guaranteed consideration, applications must be received on or before March 2, 2020.

Lincoln Land Community College does not discriminate against any student, employee, prospective employee or any other person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation or any other protected status in its programs and activities. More information may be found at <http://www.llcc.edu/equal-opportunity>. Inquiries may be directed to the Equal Opportunity Compliance Officer at EOCO@llcc.edu.

Lincoln Land Community College is a drug free workplace.