



EMPLOYMENT OPPORTUNITIES

siue.edu/human-resources

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Civil Service Position CS22-229
September 8, 2022

Position Title

Assistant Director for Off Campus and Corporate Partnership Programs (13917)
Civil Service Classification: Program Director
Online Services and Educational Outreach

Job Description/Responsibilities

The Office of Online Services and Educational Outreach (OSEO) at Southern Illinois University Edwardsville is seeking qualified candidates for a full-time Assistant Director for Off Campus and Corporate Partnership Programs. The OSEO office offers a variety of personal and professional development opportunities to both current students and members of the surrounding communities. Offerings include credit, certificate and non-credit programs and provide a wide array of opportunities to engage in continuing education for career enhancement or simply for enjoyment. Learn more about the OSEO mission, vision and values online at <https://www.siu.edu/educational-outreach/mission-vision-values/index.shtml>. To support our institutional mission to shape a changing world, the selected candidate must be committed to supporting and contributing to the collaborative efforts of the Office of Online and Education Outreach PEACE statement.

The Assistant Director will take initiative to seek out, arrange, and support off campus and corporate partnership opportunities for OSEO and the SIUE campus. Current corporate partnerships serve employers by allowing employees direct access to academic programs and services and academic partnerships create additional opportunities for SIUE students through research, clinical placements, internships, joint publications and more. The Assistant Director serves a critical role in engaging the current corporate partners as well as the development of new partnerships and continued efforts to connect new online programs to corporate entities.

This position will:

- Forecast needs and opportunities for new programs and partnerships;
- Collaborate with institutional partners to present academic and new or innovative partnership ideas;
- Work to expand community and business relationships and create contractual agreements with partners;
- Ensure compliance required federal and state reporting;
- Grow and oversee and collaborate in ensuring support services for students enrolled through corporate partnerships; and
- Be highly engaged in promotion and marketing of all programs.

Additionally, the Assistant Director will oversee the work of the Program/Student Advisor to ensure that all internal and external communication, billings and processes are timely and efficient; and continually monitor changes and adjust protocols as necessary. Other duties and special projects may be assigned by the Director of Online Services and Educational Outreach based on programming and University needs and goals.

Due to the professional responsibilities of this position, some evening and weekend hours may be required; and a hybrid work schedule is possible for eligible candidates.

About SIUE

Southern Illinois University Edwardsville provides a high-quality education that powerfully transforms the lives of all individuals who seek something greater. A premier Metropolitan university, SIUE is creating social and economic mobility for individuals while also powering the workforce of the future. Built on the foundation of a broad-based liberal education, and enhanced by hands-on research and real-world experiences, the academic preparation SIUE students receive equips them to thrive in the global marketplace and make our communities better places to live. Situated on 2,660 acres of beautiful woodland atop the bluffs overlooking the natural beauty of the Mississippi River's rich bottomland and only a short drive from downtown St. Louis, the SIUE campus is home to a diverse student body of more than 13,000.

Learn more at siue.edu.

SIUE is an Equal Opportunity Employer committed to an inclusive and diverse workforce. We will not discriminate against any person on the basis of age, color, disability status, gender, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. In compliance with the ADA Amendments Acts (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with SIUE, please call 618-650-2190 or email EmploymentHR@siue.edu.



Illinois Residency Requirement

Illinois residency required within 180 calendar days of the start date for the designated position.

Minimum Qualifications

- Master's degree in a field related to higher learning, business, marketing, public relations, communications, political science, HR society/community studies or closely related field.
- Three (3) years of demonstrated experience in an institution of higher education, service to businesses, and/or program administration.

Preferred Qualifications

- Demonstrated development of successful partnerships
- Demonstrated experience with budget monitoring, program development or corporate engagement
- Exceptional relationship building, problem solving and communication skills
- Demonstrated ability to work in a collaborative team environment; supervisory skills
- Demonstrated customer service skills

FSLA Status

Non-Exempt

Salary

\$5,621.25 Monthly (non-negotiable); excellent benefits package.

Application Process

This position is a current civil service vacancy at SIUE and will close to applicants at 11:59 pm CST, on the posting end date. When applying through the HireTouch system, please be sure to complete updated 2022 forms that are attached to the job located under your Applicant Profile box (refresh browser if needed).

Applicants must submit an updated and complete civil service application, which must include complete employment history, through HireTouch. The application is the last form in the document package. If you do not possess any employment history, you must indicate this within the employment history section of the application. Your application should reflect a thorough list of relevant skills and experience related to the minimum qualifications listed for this position. While a resume may be submitted with the application, data for each employer must be listed on this application form. (The words "See Resume" may only be used as a substitute in the section entitled "Specific Duties Performed" not for a list of employment history.) If the civil service application is incomplete you will not be considered for the position as our office will be unable to evaluate your submission to determine if you possess the required minimum qualifications.

If qualifying by education or to qualify for a required educational prerequisite, you must submit your transcripts, including those for SIUE, at the time of application. Applicants qualifying for veteran's preference must submit a copy of form DD214 at the time of application. For additional information, please visit: <https://www.sucss.illinois.gov>. Please submit any other licenses or certifications related to the position at the time of application.

Applicants will be subject to a background check prior to an offer of employment. or more information, please visit the Office of Human Resources website at www.siu.edu/human-resources or call Civil Service Testing at 618-650-2190.

Application Deadline

October 6, 2022



SIUE offers an exceptional array of benefits to all full-time and part-time employees (50% or more receive benefits accrued at percentage of appointment). Benefits for Civil Service staff can include:

- *Medical, dental and vision insurance;
- *Life insurance;
- *University tuition waivers;
- *SURS retirement plan;
- *Supplemental retirement savings plans;
- *Paid vacation and sick leave accrual;
- *Generous holiday schedule;
- *WorkLife programs;
- *Employee Assistance Program (mental health and wellness);
- *Employee discounts (local and national retailers).

For more about our benefits and employee services, visit: siue.edu/human-resources/benefits. Southern Illinois University Edwardsville is a state university. Benefits under state sponsored plans may not be available to holders of F1 or J1 visas.

Learn about safety and security at the University and view Clery reports and logs at siue.edu/police/clery-act-forms. For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

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