



STATE OF ILLINOIS BOARD OF HIGHER EDUCATION

Promoting An Educated Illinois

Part-Time Legal Officer

The Illinois Board of Higher Education (IBHE) seeks an innovative and energetic part-time Legal Officer to support its work to remodel Illinois higher education to better serve the state's people and economy. The Board is focused on targeting resources to improve college affordability, reduce college success gaps for underrepresented students, and increase college opportunity for adult learners. The Board works closely with other state education agencies, the General Assembly, the Governor, and other important stakeholder groups to reach our goals.

PRINCIPAL RESPONSIBILITIES:

- Provide continuing counsel and guidance on legal matters and on legal implications of all Board matters, including administrative activities, policy development, and master planning
- Advise on the law, policies, and regulations applicable to the Board's authority to approve academic programs and operations in Illinois
- Assume ultimate responsibility for ensuring that the Board meetings and closed executive sessions are in compliance with applicable laws and regulations
- Provide counsel and guidance on the law and policies applicable to personnel, employment, and labor issues
- Draft and solidify contracts, interagency agreements, data sharing arrangements, and other legal documents

EDUCATION AND EXPERIENCE REQUIRED:

- A law degree from an ABA accredited law school and admitted to the Illinois bar
- Minimum of five years of experience as a practicing lawyer, litigation experience is not required
- Prefer one or more years of legal experience with a board

DESIRED SKILLS AND TRAITS:

- Proven legal counseling experience in state government
- Communicate and collaborate with various stakeholders and constituents
- Deal with complex matters with multiple stakeholders
- Respond to new situations and circumstances that require attention
- Conduct work with integrity and responsibility

Position is for 20 hours per week and state employee benefits are provided. Willing to negotiate the weekly schedule for in-house counsel. Must be available to attend seven or more overnight meetings per year, includes the regularly scheduled Board meetings every three months, the annual Board retreat, and a new trusteeship conference.

For full consideration, submit a cover letter, a resume with a detailed work history and educational background, the contact information of four professional references, and a copy of college transcript(s). All application materials should be submitted by 5 p.m. on **Monday, March 21, 2016** to:

Karen Helland, Illinois Board of Higher Education
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