

June 14, 2024

JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

POSITION:	Project Manager, Judicial College
LOCATION:	Hybrid (Remote/In Person) Chicago AOIC Office
DIVISION:	AOIC Judicial College Division
SALARY:	\$71,132 – commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including, pension, medical, dental, vision, life insurance, deferred compensation options, as well as vacation, sick and personal leave.
REPORTING RELATIONSHIP:	Director, Illinois Judicial College, Judicial College Division

BACKGROUND: The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016, by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including, adult and juvenile probation and detention officers, circuit court clerks and deputy clerks, trial court administrators, guardians *ad litem* in abuse and neglect matters, legal and administrative judicial branch staff, and pretrial officers. The Judicial College is comprised of seven Standing Committees and numerous Workgroups governed by a Board of Trustees. The Judicial College Division of the Administrative Office of the Illinois Courts (AOIC) and its four Units – *Learning & Development, eLearning & Technology Services, Professional Development and Operations and Event Management*, support the Judicial College in collaboration with other AOIC Divisions and non-Judicial College Supreme Court Boards, Committees, and Commission on professional education.

- *for more about the Supreme Court of Illinois Judicial College, visit:*
http://illinoiscourts.gov/IL_Judicial_College/default.asp

POSITION OVERVIEW

Seeking an experienced professional with a work history of traditional and agile project planning, and the implementation of agile planning methodologies and best practices, to assist in the management of Judicial College Division (Division) and Judicial College initiatives, strategic and operational plans and projects. This position will also assist the Judicial College Director with Division, Judicial College Board (Board), Standing Committee and Workgroup communications, appointment Orders, Judicial College member management (300+), grants, Board agenda development, Board and Court vote actions, reports, and related responsibilities in coordination with Division and Judicial College leadership.

The position requires critical thinking and forecasting, adaptability, excellent leadership, organization, and problem-solving abilities, as well as interpersonal, verbal and written communication skills, professionalism, confidentiality, diplomacy and decorum. Proficiency with technologies that will facilitate planning and project management, including Zoom, Google Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe software products, required and will be assessed. Hours will vary based upon meeting and event needs, and travel. Some statewide travel, including overnight and Sunday travel on occasion, should be anticipated. The Project Manager, Judicial College will be assigned to the AOIC Judicial College Division and report directly to the Director of the Judicial College.

DUTIES AND RESPONSIBILITIES

- Manage initiatives, strategic and operational plans and projects in support of the Division and Judicial College.
- Identify communication strategies to relay Judicial College specific news and updates.
- Monitor and manage Division, Board, Standing Committee and Workgroup communications.
- Monitor and manage Board, Standing Committee and Workgroup appointments, appointment Orders, Standing Committee and Workgroup member data for 300+ individuals.
- Coordinate final review of Judicial College expenses and operations with the Division Operations and Event Management Unit.
- Manage Board agenda development, Board and Court vote items, grants, meeting reports, and other Board support.
- Manage Division meeting agendas, action items, and reports.
- Collaborate and assist with Judicial College initiatives, plans and projects, as assigned.
- Develop working knowledge of the Illinois Judicial Branch, the AOIC, Illinois Judicial College structure and target audiences, Illinois Judicial Branch Procurement Policies, Illinois Judicial Branch Travel Guidelines, audits, and related fiscal and operational policies.
- Actively participate in strategic and operational planning.
- Other duties as assigned.

PROFESSIONAL EXPERIENCE QUALIFICATIONS: Three years of direct experience, noted in the position overview, with a reputable professional entity is required. Candidates with a degree in a related content area and project management certification, strongly encouraged to apply.

PHYSICAL REQUIREMENTS: This position requires in-state travel and may require out of state travel on occasion, the ability to lift and carry objects (approximately 25 lbs.), sit and/or stand for extended periods of time; ability to use computer and standard office equipment, process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license.

At this time, this position is hybrid, allowing for remote work from a Chicago area-home, except for scheduled in-office meeting and planning days, and on-site meetings and events. Employees will be provided a laptop and related computer equipment necessary to perform work duties but must have sufficient home internet (at no cost to employer) to work remotely. Candidates must be able to report to the Chicago office or the identified meeting or event site when in-person attendance is required. Hybrid work privileges are subject to work responsiveness and the Supreme Court of Illinois Remote Work Policy.

Interested individuals should submit, via email, a letter of interest, resume, and completed [Judicial Branch employment application](#) to courtempoyment@IllinoisCourts.gov.

This position will remain open until filled.

Equal Opportunity Employer