



Administrative Office of the Illinois Courts

The AOIC is currently accepting applications for

DIRECTOR OF THE ILLINOIS JUDICIAL COLLEGE

The Administrative Office of the Illinois Courts seeks an experienced judicial educator and ethical leader to serve as Director of the Illinois Judicial College. Based in the Chicago office, the Director oversees the Illinois Judicial College Division and provides strategic leadership for statewide judicial education in support of the vision established by the Illinois Supreme Court and the Illinois Judicial College Board. Applications will be accepted through Friday, April 3, 2026. The Illinois Judicial Branch is an Equal Opportunity Employer and invites all qualified and interested candidates to apply.



AOIC LOCATIONS

3101 Old Jacksonville Road
Springfield, IL 62704
Phone: (217) 558-4490

222 N. LaSalle St. 13th floor
Chicago, IL 60601
Phone: (312) 793-3250

Essential Functions: The AOIC seeks an experienced Judicial Branch educator and proven ethical leader with a dedication and commitment to transformative professional education, to serve as Illinois Judicial College Director. The Illinois Judicial College Director is responsible for overseeing the AOIC Judicial College Division and serves as the Liaison to the Judicial College Board. The position reports to the AOIC Administrative Director and has two direct reports, the Deputy Director of Development and the Deputy Director of Operations. The Deputy Directors manage Division staff directly responsible for Division human resources, fiscal, operational, technology and staff development, in addition to the fiscal, operational, technical and educational management of all Judicial College Board, Standing Committee and Workgroup matters and associated Judicial College courses and educational events. This position provides thought leadership, strategic direction and management to the Board and the AOIC Judicial College Division and serves as a member of the AOIC Administrative Director's leadership team. The Illinois Judicial College Director ensures the effective execution of the mission and vision established by the Illinois Supreme Court and the Illinois Judicial College Board, carrying out the responsibilities of the Illinois Judicial College with professionalism and a commitment to excellence.

Candidate Qualifications: A bachelor's degree in a related field is required; a Juris Doctor (J.D.) from an accredited law school is strongly preferred. Candidates must possess at least ten years of professional experience in judicial branch education, curriculum and course development, or adult education administration, including a minimum of seven years of supervisory or leadership experience, or an equivalent combination of education and experience. Prior or current experience teaching adults, preferably in a law-related setting at an institution of higher education or within a professional organization serving the legal profession, is required. Candidates should demonstrate knowledge of strategic planning, curriculum and course development, and faculty selection, as well as strong public speaking and communication skills. Familiarity with the Illinois Judicial Branch and the ability to represent the Illinois Judicial College effectively in professional and public settings are also required. Experience working within the judicial branch and administering adult education programs is strongly preferred.

Candidates should demonstrate strong leadership and collaborative abilities, including experience guiding teams through organizational change and fostering resilience in evolving environments. The ideal candidate is an excellent written and verbal communicator with sound judgment, ethical decision-making skills, and the ability to synthesize complex information and influence outcomes.

Successful candidates will have strong organizational and problem-solving skills, the ability to manage multiple priorities and complex operations, and experience building cross-functional partnerships aligned with institutional goals. Qualifications include experience supervising and developing staff, administering adult education programs, and applying best practices in instructional design and learner engagement, including asynchronous, synchronous, blended, and hybrid delivery models, as well as practical knowledge of the fundamentals of curriculum and course design established by the National Association of State Judicial Educators (NASJE). Candidates should also demonstrate knowledge of procurement and administrative procedures, budget development and fiscal oversight, event and program management, and the design of efficient administrative systems and processes. Proficiency with common collaboration, learning, and productivity technologies such as Microsoft Office, Microsoft Teams, Zoom, Google Workspace, Adobe Creative Suite, and similar tools, is expected.

Candidate must have ability to travel frequently statewide. Travel frequency and duration may vary but typically averages about one week per month. A hybrid schedule of both in-person and remote work is permitted as determined by the AOIC Administrative Director.

Compensation and Benefits: Starting salary range anticipated to be \$146,513 to \$175,000. Salary is determined based on experience and qualifications within the established range. All qualified applicants are encouraged to apply. Click here for a [Benefits Information Sheet](#).

Application Process: Interested candidates should submit a letter of interest, resume and completed [Judicial Branch Employment Application](#) to:

courtemployment@IllinoisCourts.gov

Applications received by Friday, April 3, 2026, will receive first consideration.

EQUAL OPPORTUNITY EMPLOYER



JUDICIAL COLLEGE DIVISION

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. The Judicial College is governed by an 11-member Board of Trustees comprised of judges appointed by the Supreme Court to staggered terms. The AOIC Administrative Director and the Justice of the Illinois Supreme Court serve as ex officio Board members. The Board governs the seven Standing Committees of the Judicial College, namely, the Committee on Circuit Court Clerk Education (CCCE), Committee on Judicial Education (COJE), Committee on Probation Education (COPE), Committee on Pretrial Education (CPTe), Committee on Guardian ad Litem Education (GALE), Committee on Judicial Branch Staff Education (JBSE) and the Committee on Trial Court Administrator Education (TCAE), and Standing Committee Workgroups. The Judicial College provides professional in person and online continuing education for approximately 990 judges and thousands of justice partners across the State of Illinois. The AOIC Judicial College Division under the leadership of the Judicial College Director ensures the execution of Board governance consistent with the Judicial College Bylaws.

Please visit the Judicial College webpage for more information on the Illinois Judicial College: [Supreme Court of Illinois Judicial College](#).



DIVISIONS WITHIN THE AOIC

The **AOIC Executive Division** is comprised of the AOIC Administrative Director, Chief of e-Business and Data Strategies, Chief of Policy and Government Affairs, Chief of Finance and Operations, Chief Legal Counsel, Chief Diversity & Inclusion Officer, Statewide Behavioral Health Administrator, and other legal and administrative staff. Under the AOIC Administrative Director's leadership, the Executive Office is responsible for reviewing, approving, coordinating, and guiding operations of the AOIC divisions and serves as a central resource for a wide range of operational issues that impact the administration of the Illinois judicial branch.

The **Office of Communications and Public Information** manages internal and external communications, including media relations and public information, as well as advances outreach efforts for the Illinois Supreme Court and the AOIC.

The **Court Services Division** is composed of the Special Programs Unit, the Recordkeeping and Technology Unit and those efforts directly under the Director, Court Services. The Division acts as a court knowledge and research arm, regularly interfacing with judges, circuit clerks and trial court administrators.

The **Courts, Children and Families Division** supports the administration of justice by delivering quality education, training, technical assistance, and fostering collaborative relationships with court stakeholders to ensure the safety, stability, and well-being for Illinois children and families involved in the court system.

The **Access to Justice Division** works to advance accessible, responsive, fair, inclusive, safe, unbiased, and welcoming Illinois state courts. The Division's work is grounded in the principle that all individuals, regardless of income, language, disability, or representation status, should be able to meaningfully participate in court processes and experience equitable treatment throughout the justice system. The Division also supports strategic planning for the state judicial branch through the work of the Illinois Judicial Conference.

The **Probation Services Division** provides services to the Chief Judges and their probation staff in the 25 judicial circuits within Illinois. The Division's training, monitoring, standards setting, and technical assistance activities extend to all aspects of the administration and operation of the 70 local probation departments or districts within the state.

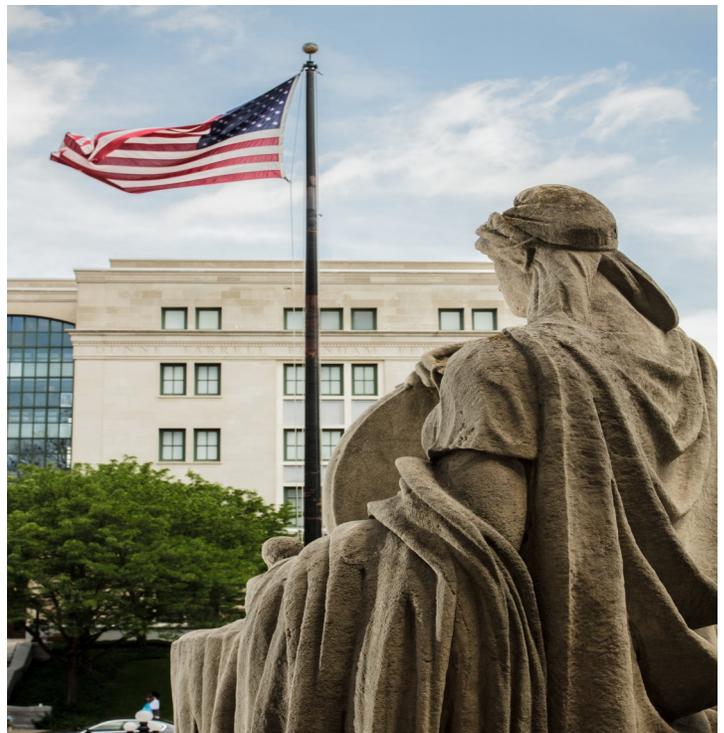
The **Judicial College Division** provides comprehensive and educational programs and professional training to the state's judges and judicial branch employees as well as identifies, coordinates, designs and develops judicial education curricula and resources for the benefit of Illinois judges and those that aid the court in the administration of justice.

The **Judicial Management Information Services Division** provides technology and technological support to the offices and staff of the Illinois Supreme and Appellate Courts, Supreme Court supporting units and all divisions with the AOIC and mandatory arbitration offices. JMIS also supports technology initiatives in the circuit courts, including remote hearings and digital recording systems.

The **Human Resources Division** is responsible for providing personnel services, EEO reporting, performance management functions, maintaining attendance records and leave benefits for the judicial branch and administering their classification and compensation plan, as well as managing AOIC employment recruitments.

The **Facilities Management Division** serves as the central distribution and shipping center for the AOIC, produces printed manuals and publications, manages office supply inventories, coordinates equipment and furniture transfers, and maintains records of state-owned Illinois judicial branch property.

The **Financial Division** is responsible for overseeing the financial operations of the judicial branch through its three operational units: the Payroll Unit, the Accounting Unit, and the Fiscal Unit.





ABOUT THE COURTS IN ILLINOIS

The **Supreme Court**, the highest tribunal in Illinois, has seven justices, elected from the five judicial districts for a term of ten years. Three justices are elected from the First District (Cook County), and one from each of the other four districts. The Supreme Court has general administrative and supervisory authority over all courts in the state. This authority is exercised by the Chief Justice with the assistance of the AOIC Administrative Director and staff appointed by the Supreme Court. The Supreme Court hears appeals from lower courts and may exercise original jurisdiction in cases relating to revenue, mandamus, prohibition or habeas corpus.

The **Appellate Court** hears appeals from the Circuit Courts. There are five districts of the Appellate Court, and judges are elected for a term of ten years. The number of appellate court judgeships, currently fifty-seven, is determined by the legislature. The Supreme Court can assign additional circuit, appellate or retired judges temporarily to any district. Each judge has a support staff of two law clerks and a secretary. The 1st District meets in Chicago; Elgin is the seat of the 2nd District; Ottawa, the 3rd; Springfield, the 4th; and Mount Vernon, the 5th.

The Unified Trial Court in Illinois is the **Circuit Court** comprised of circuit and associate judges. The state is divided into 25 judicial circuits, each having one chief judge elected by the circuit judges. The chief judge has general administrative authority in his or her circuit, subject to the overall administrative authority of the Supreme Court. Circuit judges may hear any case assigned to them by the chief judge. Associate judges may not preside over criminal cases in which the defendant is charged with an offense punishable by imprisonment for one year or more (felonies), unless approval is received by the chief judge. Circuit judges are elected for a term of six years; associate judges are appointed by the circuit judges in accordance with Supreme Court rules for a term of four years.

AOIC ADMINISTRATIVE DIRECTOR, MARCIA M. MEIS



Marcia M. Meis was appointed Administrative Director of the Administrative Office of the Illinois Courts on August 1, 2017. Ms. Meis is a graduate of the University of Missouri (Bachelor of Journalism) and DePaul University College of Law. After working briefly in private practice, Ms. Meis served as an Illinois Appellate Court law clerk for several years before joining the AOIC as an Executive Office Attorney in 1999. She subsequently served as Chief Legal Counsel before becoming AOIC Deputy Director in 2014.

In accordance with Article VI, section 16 of the Illinois Constitution, the Supreme Court appoints the Administrative Director who serves at its pleasure to assist the Chief Justice in his or her duties. In addition to these administrative duties, the AOIC Administrative Director serves as an *ex officio* member of the Illinois Judicial Conference, the Illinois Judicial College, and the Supreme Court Historical Preservation Commission.



Chicago at a Glance

Population: **2,721,308** 2024 Population Estimates

Land Area: **227.73** square miles

Households: **1,160,205** housing units, 2020-2024 Estimates

Median Household Income: **\$77,902** (in 2024 dollars), 2020-2024

Source: <https://www.census.gov>



CHICAGO, ILLINOIS

Chicago is the state's largest and the country's third most populous city. In addition, the greater Chicagoland area—which encompasses northeastern Illinois and extends into southeastern Wisconsin and northwestern Indiana— is the country's third largest metropolitan area and the dominant metropolis of the Midwest. (Encyclopedia Britannica)

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland—integrity, hard work and community and reflects the ideals in the social fabric of its 77 distinct neighborhoods.

Chicago is a leader in reforming public schools, enhancing public safety and security initiatives, providing affordable housing in attractive and economically sound communities, ensuring accessibility for all and fostering social, economic and environmental sustainability. (www.cityofchicago.org)

“Eventually, I think Chicago will be the most beautiful great city left in the world.” - Frank Lloyd Wright

Chicago is a celebrated melting pot and home to:

- 77 community areas
- 100 neighborhoods
- 26 miles of open lakefront
- 29 beaches
- 8 major league sports teams, including two MLB teams
- 32 museums
- More than 7,300 restaurants
- 600 parks
- 303 miles of bike lanes
- 70 nature and bird sanctuaries
- 36 annual parades
- 40 annual film festivals
- 74 music festivals
- 200 professional dance companies
- More than 200 theaters
- 400+ individual film and TV productions

