



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieane.org

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

September 30, 2026

PLEASE POST

PARAPROFESSIONAL/HIGHER EDUCATION FOCUS **Location: To Be Determined**

DEADLINE FOR INTERNAL APPLICATIONS: October 15, 2026

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Applicants Apply Here](#)

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the assigned Director of Advocacy and Organizing, the Director of Field Services and Organizing and the Executive Director.

POSITION DESCRIPTION: To support IEA's comprehensive program to recruit, train, organize, and assist higher education members and leaders.

RESPONSIBILITIES:

1. Initiates, plans, and conducts / assists with training and development for leaders and members.
2. Gathers, organizes, and communicates information to staff, members and leaders about the IEA Higher Education program and services.
3. Works, plans, and collaborates as part of a team.
4. Works independently to accomplish the duties listed in the job description and the assigned components of the plan developed by the team.
5. Assists in planning and promotion of IEA-NEA programs, initiatives and policies through both independent work and collaboration with other IEA-NEA departments in the interest of higher education members and the Higher Education Council.
6. Provides direct logistical, clerical, record-keeping, and budget-tracking support to the Higher Education Council.
7. Gathers, organizes and submits data so that IEA-NEA programs and policies can be implemented and maintained. This includes information related to / disseminated by state and national higher education agencies, boards, associations including but not limited to State University Retirement System, Illinois Community College Board, Illinois Board of Higher Education, National Council for Higher Education, and other higher education programs and activities that affect IEA-NEA higher education members and assists the council in developing a strategic response.

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Location: To Be Determined
(Continued)

RESPONSIBILITIES: (Continued)

8. Works in conjunction with all relevant IEA departments and programs to gather, organize, and analyze membership data and disseminates that information to the Higher Education Council for its use in decision-making.
9. Demonstrates a high degree of interpersonal and communication skills.
10. Demonstrates in-depth problem solving and analysis skills.
11. Performs other appropriate duties as assigned by manager.
12. Assists with the development and execution of conferences and Higher Education Council meetings.
13. Demonstrates a commitment to diversity, equity, and inclusion and creating a culture of belonging and teamwork.

QUALIFICATIONS:

- Minimum high school diploma, business college or college desirable;
- Above average ability in keyboarding, spelling, composition and math skills;
- Capable of efficiently handling telephone requests;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform basic office accounting functions;
- Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and Web browsers, required;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver's license required.

SALARY AND BENEFITS:

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$21.90 per hour to \$33.14 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 3.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.**