

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
Illinois Fire Service Institute

Assistant Fire Service Education Specialist

POSITION DESCRIPTION

Function:

The Director of the Fire Officer Program is responsible for the overall administration and management of the Fire Officer Program for the University of Illinois Fire Service Institute. This includes such items as budgeting, scheduling personnel, development of curriculum, identifying potential instructional staff, and training instructional staff.

Responsibilities:

- Primary advisor to the Director and Deputy Director regarding IFSI Fire Officer Program matters
- Overall administration of the Fire Officer Program which includes, but is not limited to, financial management, accounting and inventory management, grant and development activities, student registration, course administration, personnel management, program development, supervision and curriculum development
- Provide authoritative, detailed professional and technical knowledge in matters encompassed by this position description
- Work with and provide direct support to all academic program directors, and managers
- Provide support to IFSI professional support staff
- Provide management reports, analyses, data and information on Fire Officer Program as requested by Director, Deputy Director or Director of Budget and Resource Management
- Other duties may arise based on the needs of the Program and the Institute

Reporting Relationship:

This position reports to the Deputy Director, who reports to the Director, who reports to the Provost.

Required Education and Experience:

- Baccalaureate degree and five years of fire suppression expertise within a career fire department
- Proven experience as a fire officer within a career fire department
- Familiarity with IFSI and its programs including direct instructional experience delivering courses in the Fire Officer Program
- Physical capacity to perform most of the same duties as a member of a fire department. This includes, but is not limited to, lifting and carrying 50 lbs. or more, using basic fire and rescue tools, equipment, and techniques.

Additional Desired Qualifications:

- High level of organizational skills
- Experience working with computer software such as Microsoft Office
- Familiarity with curriculum development and design
- Ability to begin quickly, without significant time spent learning the job and building credibility
- Demonstrated record of performance, positive attitude, and ability to work well with others
- Ability to get along and work successfully with a variety of people and departments
- Proven ability to work within a defined budget

Salary is commensurate with experience.

This is a 50%-time, 12-month academic professional position with regular University benefits; start date as soon as possible after the closing date of the search.

Application Process:

To ensure full consideration, please create your candidate profile at <http://jobs.illinois.edu> and upload your cover letter, resume, and the names and contact information of three professional references by June 21, 2011. Interviews may be conducted before the closing date, although no hiring decision will be made until after the search has closed.

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.