

POSITION ANNOUNCEMENT



PART-TIME BUSINESS OFFICE ASSISTANT

LINCOLN TRAIL COLLEGE

DESCRIPTION: This position is a part-time, 9-month position (August – May) reporting to the Director of Business at Lincoln Trail College. This person is responsible for providing excellent customer service in a teamwork environment. Duties include, but are not limited to: cashiering, balancing accounts, departmental timekeeping, payment distributions and collections, and maintain college vehicle requests.

QUALIFICATIONS: Associate's degree or equivalent combination of work experience and course work required. Position requires knowledge of office practices, excellent oral and written communication skills, excellent interpersonal skills, attention to detail, and ability to efficiently organize and prioritize work. Excellent computer skills are needed with knowledge of Access, Excel and Word.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available online), official transcripts to:

Lincoln Trail College
Attn: Business Office
11220 State Hwy 1
Robinson, IL 62454

APPLICATION DEADLINE: Applications will be reviewed as received and will be accepted until the position is filled.

Illinois Eastern Community Colleges is a multi-campus district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER

8/8/2019