



**Lincoln
Trail
College**

**PART-TIME CASHIER/BUSINESS OFFICE CLERK
LINCOLN TRAIL COLLEGE**

Lincoln Trail College has an opening for a part-time Cashier/Business Office Assistant, M-F, daytime hours. Requirements include: Experience and knowledge of office procedures with an emphasis on Microsoft Office or documented work experience preferred, must demonstrate attention to detail, pleasant personality, good communication, customer service and organizational skills, and the ability to work independently; dependability a must. Applications are available at the LTC business office or online at www.iecc.edu .

Application materials should be returned to Lincoln Trail College Business Office, 11220 State Hwy 1, Robinson, IL 62454.

Illinois Eastern Community Colleges is a multi-college 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. The colleges are accredited by the Higher Learning Commission.

EQUAL OPPORTUNITY EMPLOYER

1/7/19