



## **PART-TIME OFFICE ASSISTANT**

Olney Central College has an opening for a part-time Office Assistant in Student Services, specifically financial aid and reception. 29 hours/week, M-F, daytime hours. Requirements include: experience with general office procedures with an emphasis on Microsoft Office, must demonstrate attention to detail, pleasant personality, good communication and organizational skills, and the ability to work independently.

Applications are available at OCC or online at [www.iecc.edu/employment](http://www.iecc.edu/employment). For more information about the position, please contact (618) 395-7777, ext 2005.

Send application materials to:

Olney Central College  
Dean of Student Services  
305 North West Street  
Olney, IL 62450

Applications reviewed as received.

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.

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