



POSITION ANNOUNCEMENT

COLLEGE ADMISSION REPRESENTATIVE

ILLINOIS EASTERN COMMUNITY COLLEGES | LINCOLN TRAIL COLLEGE | ROBINSON, IL

DESCRIPTION: Primary responsibilities include but not limited to guiding and supporting prospective students and families during the recruitment, admissions, and financial aid process; visiting high schools, middle schools, grade schools and community events for presentations, college fairs and other recruitment related events and scheduling and personalizing the campus visit experience. The College Admission Representatives will report to the Director of Enrollment Management.

QUALIFICATIONS: Associate degree from an accredited college or university, Bachelor’s degree preferred. Additionally, 1-3 years related communication, recruitment, or event planning experience preferred but not required.

WAGES/BENEFITS: Based upon \$16.16 to \$18.58 per hour, commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available on our website at [Apply | IECC](#)), and transcripts to iecchr@iecc.edu or mail to:

Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450

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

STARTING DATE: Pending approval by the Board of Trustees.

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at (618) 395-5299 Extension 5522.

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