



**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
BOARD SECRETARY**

- DESCRIPTION:** The Illinois Eastern Community College District has an opening for the position of Board Secretary to the District's Board of Trustees. This part-time position would perform highly responsible, confidential, complex, and varied functions for the Board of Trustees. This person acts as protocol officer of the board and ensures Trustees complete required training and orientation. Duties also include maintaining written and audio minutes of all meetings of the Board of Trustees, acts as custodian for the District's Board of Trustees' records, by maintaining concise and transparent record keeping, and ensures that all meeting notices are duly given in accordance with the provisions of the by-laws or as required by law. The Board Secretary is responsible for working with the local County Clerk to distribute and collect the annual Statement of Economic Interest and to serve as election official for the Board of Trustees election as well as serving as contact with the Illinois Community College Trustees Association to ensure their records reflect changes to the composition of the Board and District Administration.
- QUALIFICATIONS:** Bachelor's Degree preferred; Associate Degree required.
- WAGES/BENEFITS:** Salary based upon relevant experience and qualifications.
- APPLICATIONS:** Applications are available at the IECC District Office or online at www.iecc.edu/employment. Send letter of interest, resume, IECC Application forms, and copy of college transcript to:
- Illinois Eastern Community College District Office
Attn: Human Resources Department
233 East Chestnut Street
Olney IL 62450
- Or email documents to iecchr@iecc.edu
- APPLICATION DEADLINE:** Applications will be reviewed as received and will continue until the position is filled.
- STARTING DATE:** Pending approval by the Board of Trustees.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If 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 Michele Anderson at (618) 395-5299 Extension 5522. 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.

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