POSITION ANNOUNCEMENT

PART TIME CPR COORDINATOR
Frontier Community College

DESCRIPTION:	The CPR Coordinator is responsible for the day-to-day operation of the American Heart Associate Basic Life Support Training Center. They are responsible for scheduling all levels of CPR classes and managing all the documents per the AHA Program Administration Manual. The coordinator will also teach CPR classes as needed.
QUALIFICATIONS:	High school diploma or equivalent required. Associates or Bachelor's degree in health, education, or related field preferred. Certified CPR Instructor with a recognized organization preferred. Previous experience in teaching, training, or program coordination preferred. Hands-on CPR & AED use experience preferred.
WAGES & BENEFITS:	$25 - $30 per hour, 20 hours per week
APPLICATIONS:	Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to kakacs@iecc.edu or mail to:

> Frontier Community College
> Attn: Sharmila Kakac
> 2 Frontier Drive
> Fairfield, IL 62837

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

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