



## POSITION ANNOUNCEMENT

# COORDINATOR OF INTERNATIONAL STUDENTS, ATHLETICS, & STUDENT ACTIVITIES

### FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL

**DESCRIPTION:** The Coordinator of International Students, Athletics, and Student Activities will perform a variety of support duties, which require a range of skills and knowledge of student advising, the IECC International Program, NJCAA student records requirements, enrollment management, and student event coordination.

**QUALIFICATIONS:** Associate's degree required; Bachelor's degree preferred. Candidates should have knowledge of office practices, excellent oral and written communication skills, excellent computer skills with knowledge of MS Outlook, MS Excel, MS Word, the ability to organize and prioritize work, and the ability to interact effectively in a team with faculty, staff, and students.

**WAGES/BENEFITS:** Based upon \$16.77 - \$19.28 per hour; commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, and personal days; and participation in State Universities Retirement System.

**APPLICATIONS:** Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to [iecchr@iecc.edu](mailto: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**