POSITION ANNOUNCEMENT

PART-TIME DATA ENTRY & TECHNOLOGY SUPPORT
Frontier Community College | Fairfield, IL

DESCRIPTION:　　The Part-time Data Entry & Technology Support position is responsible for accurate and timely data entry, maintenance, and reporting within the college systems: Daisi and Entrata. They will also provide technology assistance for faculty, staff, and students.

QUALIFICATIONS:　　Associates degree and/or experience with higher education/adult education data entry required. Bachelor's degree in information systems technology, education, or related degree preferred.

WAGES & BENEFITS:　　$18 per hour

APPLICATIONS:　　Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to maguriea@iecc.edu or mail to:

> Frontier Community College
> Attn: Angel Maguire
> 2 Frontier Dr.
> 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