



## POSITION ANNOUNCEMENT

### STUDENT SERVICES SPECIALIST FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL

**DESCRIPTION:** The Student Services Specialist position is a full-time position in the Student Services, Admissions & Records, and Financial Aid departments. Specific duties for this position include but are not limited to: guiding and supporting students through general admissions, student records, and financial aid policies and procedures; assisting recruiting and retention staff with managing student information and student outreach efforts while following FERPA and data sharing standards; reviewing and processing admissions applications, roster reports, graduation applications, financial aid forms and other various reports and forms in Banner; printing transcripts for students, advisors and coaches; maintain student records and financial aid files in accordance to institutional, state, and federal policies and guidelines; setting and communicating departmental deadlines to students, staff, and faculty; serving as a college representative to initiate services and refer students to the Title IX Coordinator. General duties include screening calls and receiving visitors, preparing correspondence, reports and forms, performing computer data entry, assisting academic advisors and handling confidential information.

**QUALIFICATIONS:** Associate's degree or equivalent combination of work experience and course work required. Position requires knowledge of office practices, excellent oral and written communication skills, attention to detail, ability to work independently, and the ability to efficiently organize and prioritize work. Excellent computer skills are needed with knowledge of Access, Excel, and Word. Must be comfortable working with a diverse population and have excellent customer service skills.

**WAGES & BENEFITS:** \$14.50 per hour. 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), and transcripts to [iechr@iecc.edu](mailto:iechr@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.

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**