



## POSITION ANNOUNCEMENT

### STUDENT SERVICES SOFTWARE SPECIALIST

- DESCRIPTION:** The Student Services Software Specialist provides exceptional front-line customer service to students and their families in direct support to college admissions and student records as well as providing support for two software platforms. The ideal candidate will exhibit an approachable and helpful attitude towards students, stakeholders, and colleagues with additional tasks for advancement and maintenance of Recruit and implementation of new imaging software.
- QUALIFICATIONS:** Associate's degree from an accredited college or university with 1-3 years of related customer service experience preferred.
- WAGES/BENEFITS:** Based upon \$18.70 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 [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**