



## POSITION ANNOUNCEMENT

# COLLEGE & CAREER CENTER SPECIALIST ILLINOIS EASTERN COMMUNITY COLLEGES

**DESCRIPTION:** The College and Career Center Specialist will be responsible for supporting College students in developing the skills and knowledge necessary to succeed in college and their future careers. This may include providing academic orientation, college and career counseling, and facilitating workshops and events related to college and career readiness.

**QUALIFICATIONS:** Bachelor's degree required, Master's degree preferred. Two years of higher education experience preferred. Preference given to candidates with a background in social work, psychology, counseling or education.

**LOCATION:** The College & Career Center Specialist position available is to be located at any of the four colleges in the District and is dependent upon the employee's residence. Locations include Fairfield, IL, Robinson, IL, Olney, IL, or Mt. Carmel, IL.

**WAGES:** Commensurate with education and experience. 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, application forms (available online), and transcripts to:

Human Resources  
Illinois Eastern Community Colleges  
233 East Chestnut St.  
Olney, IL 62450

Or email to [iecchr@iecc.edu](mailto:iecchr@iecc.edu)

**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**