



POSITION ANNOUNCEMENT

COORDINATOR OF CAREER SERVICES ILLINOIS EASTERN COMMUNITY COLLEGES

- DESCRIPTION:** The Coordinator of Career Services will be responsible for planning, developing and administering career and employment assistance programs for students, graduates and alumni. This position will also build effective relationships with local and regional corporations, non-profit and government organizations and community partners to identify employment opportunities. This position is funded partially through a grant from the State of Illinois.
- QUALIFICATIONS:** Bachelor's degree from an accredited college or university required, master's degree preferred. Applicants should have excellent oral and written communication skills; ability to make sound decisions following college policy, rules and regulations; work effectively and collegially with administration, faculty, staff and the community; ability to organize and prioritize work; effectively work independently or with a team; problem-solving skills; computer proficiency with exceptional skills in Microsoft Excel, Outlook, PowerPoint, and Word.
- LOCATON:** This position can 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 & BENEFITS:** Based upon \$16.50 - \$18.58 per hour, 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, IECC application forms (available online at www.iecc.edu/employment) and official transcripts to iechr@iecc.edu or mail them to:
- Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450
- APPLICATION DEADLINE:** Applications will be reviewed until the position is filled.
- STARTING DATE:** Pending IECC Board of Trustees approval.

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**