



POSITION ANNOUNCEMENT

DIRECTOR OF ACADEMIC RECORDS DISTRICT OFFICE | OLNEY, IL

- DESCRIPTION:** The Director of Academic Records will be integral in the creation, planning, and evaluation of courses for the 4 colleges in the Illinois Community College District. This position will lead the implementation of Degree Works, the new academic advising and evaluation software for student completion. The Director will also oversee the final degree audits prior to graduation. This position will assemble the meta major and pathways requirements for each major and distribute these updates to stakeholders. By working closely with Athletics, the Director will assist with eligibility and NJCAA academic compliance. The Academic Records position will be involved in all aspects of the master schedule creation and supervise the schedule building process each term.
- QUALIFICATIONS:** Bachelors degree required. Masters degree and 1-3 years of course creation, planning, or evaluation preferred.
- WAGES & BENEFITS:** \$41,808 annually. 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 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