



**POSITION ANNOUNCEMENT**

**OFFICE ASSISTANT**

**WABASH VALLEY COLLEGE**

- DESCRIPTION:** Assists with the everyday operation of the Physical Therapists Assistant (PTA) Program and other departments and support of the PTA Program Director, PTA Clinical Education Coordinator, and Dean of Instruction. The person in this position will perform a variety of support duties, which requires a range of skills and knowledge of academic processes, policies, and procedures; student advising, and student support while maintaining a confidential environment.
- QUALIFICATIONS:** High school diploma or equivalent required. Must have excellent oral, written and verbal communication skills; knowledge of office practices, excellent computer skills with knowledge of Excel, Word, and exposure to Access; ability to organize and prioritize work; ability to work independently; ability to interact effectively with administration, faculty, staff and students; and must have human relation and creative problem-solving skills.
- WAGES & BENEFITS:** \$13.50 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 [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.

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**