



POSITION ANNOUNCEMENT

OFFICE ASSISTANT, ADULT EDUCATION FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL

DESCRIPTION: The Office Assistant position is a full-time position reporting to the Program Director of Adult Education at Frontier Community College. The duties include, but are not limited to: scheduling appointments, handling phone calls, preparing correspondence, reports, and forms, performing computer data entry, maintaining filing system, and handling confidential information, along with assisting in the day to day operation of the Adult Education program. Position is contingent upon continued grant funding.

QUALIFICATIONS: Associate's degree or equivalent combination of work experience and course work required. Position requires knowledge of office practices, excellent oral and written communication skills, attention to detail, ability to work independently and the ability to efficiently organize and prioritize work. Excellent computer skills are needed with knowledge of Excel and Word.

WAGES: Based upon \$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 iechr@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