



POSITION ANNOUNCEMENT

COLLEGE ADMISSION REPRESENTATIVE

Illinois Eastern Community Colleges is searching for three College Admission Representatives to represent Lincoln Trail College, Olney Central College, and Wabash Valley College.

DESCRIPTION: Primary responsibilities include but are not limited to guiding and supporting prospective students and families during the recruitment, admissions, and financial aid process; visiting high schools, middle schools, grade schools and community events for presentations, college fairs and other recruitment related events and scheduling and personalizing the campus visit experience. The College Admission Representatives will report to the Director of Enrollment Management.

LOCATIONS: Robinson, IL | Olney, IL | Mt. Carmel, IL

QUALIFICATIONS: Associate's degree from an accredited college or university, Bachelor's Degree preferred. Additionally, 1-3 years related communication, recruitment, or event planning experience preferred but not required.

WAGES/BENEFITS: Based upon \$16.16 - \$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: Email a letter of interest, resume, IECC application forms (available online at www.iecc.edu/employment), and official transcripts to iecchr@iecc.edu.

Information can also be mailed to: Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450

APPLICATION DEADLINE: Applications reviewed as received and accepted until the position is filled.

STARTING DATE: Pending IECC Board of Trustees approval.

Illinois Eastern Community Colleges is a multi-campus 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. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

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