



## POSITION ANNOUNCEMENT

### PROGRAM DIRECTOR, ADULT EDUCATION FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL

**DESCRIPTION:** This position leads the development, implementation, evaluation and improvement of the District's Adult Basic Education, Adult Secondary Education, Adult Literacy and English as a Second Language programs. Must possess ability to lead, supervise, and manage the activities of office staff; commitment to continuous improvement of teaching and learning; ability to exercise a collaborative style of management; prepare and manage the District Adult Education budget; strong team building skills and the ability to work effectively and collegially with others; highly developed skills in written and oral communication, human relations, and creative problem solving; and, commitment to enhancing and maintaining diversity among faculty, staff, and students. Position will be based out of Frontier Community College in Fairfield, IL

**QUALIFICATIONS:** Bachelor's degree required; Master's degree preferred. Experience working in an educational environment and experience in a grant related position is preferred.

**WAGES:** Base pay starting at \$51,134 per fiscal year, commensurate with education and experience. and contingent upon continued grant funding. 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.

This position is 25% grant funded and made possible through grants awarded by Adult Volunteer Literacy Grant Program and the Adult Education and Literacy Grants (10% Adult Volunteer Literacy & 15% Adult Education & Literacy-State Basic)

*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**