



Position Announcement

Part-time Small Business Development Center Advisor

Illinois Eastern Community Colleges

Description: The Part-time Small Business Development Center (SBDC) Advisor provides limited-scope business advising, outreach support, and program documentation services to entrepreneurs and small business owners within the SBDC service area. This position supports the mission of the Illinois Small Business Development Center by delivering high-quality technical assistance, maintaining accurate client records, and participating in community engagement activities.

Qualifications: Business experience. Bachelor’s degree preferred.

Wages/Benefits: \$26.00 per hour

Applications: Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to brooksm2@iecc.edu or mail to:

Small Business Development Center
Attn: Michelle Brooks
320 E. North Ave.
Noble, IL 62868

Application

Deadline: Applications will be reviewed as received; and will continue until the position is filled.

Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olny Central College in Olny, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a 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 Human Resources at (618) 395-5299 Extension 5522.

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