



POSITION ANNOUNCEMENT

OFFICE ASSISTANT ILLINOIS EASTERN COMMUNITY COLLEGE

DESCRIPTION:



Part-time Office Assistant reporting to the Director of Small Business Development Center located in the Terry L Bruce West Richland Center. The person in this position will perform a variety of support duties which require a range of skills and knowledge of budget, data entry, policies/procedures, office management and client support. **This is a federal grant-funded position hosted by Illinois Eastern Community College.**

QUALIFICATIONS:

Associate's degree or related work experience required; Applicants should have knowledge of office practices, excellent oral and written communication skills as well as excellent computer skills with experience working with Microsoft Office programs. Banner experience preferred. Ability to organize and prioritize work and ability to interact effectively with coworkers and the public.

HOURS:

25 hours or less per week, M-F, generally daytime hours.

WAGES:

\$14.11 per hour or commensurate with education and experience

APPLICATIONS:

Send application forms (available online at www.iecc.edu), a letter of interest, resume, and transcripts to brooksm1@iecc.edu or mail to:

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

APPLICATION DEADLINE:

Applications will be reviewed as received and will be accepted until the position is filled.

STARTING DATE: IMMEDIATELY

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, 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