



## POSITION ANNOUNCEMENT

### SUCCESS COACH ILLINOIS EASTERN COMMUNITY COLLEGES

**DESCRIPTION:**

The Success Coach will provide support and assistance to students regarding psychosocial needs of the individual. This will include information regarding financial aid programs and social safety net services. Successful candidate will lead follow-up of students who have been identified for excessive absences, unsatisfactory grades, etc; they will meet with identified students on a regular basis to facilitate academic success and help address any resources needed. The success coach will develop, administer and recruit students into a student retention program as well as provide academic skills and job placement coaching. This position will disseminate information to students and community members at student success events, workshops and/or other programs and will travel to high schools, colleges, universities and industry. Occasional evening work hours may be required. Position is grant funded.

**QUALIFICATIONS:**

Bachelor's degree from an accredited university required, Master's degree preferred. Two years of higher education experience preferred. Preference given to candidates with a background in social work, psychology, counseling or education. Applicants should have excellent oral and written communication skills; ability to make sound decisions following college policy, rules and regulations; work effectively and collegially with administration, faculty, staff and the community; ability to organize and prioritize work; effectively work independently or with a team; problem-solving skills; computer proficiency with exceptional skills in Microsoft Excel, Outlook, PowerPoint and Word.

**LOCATION:**

This position can be located at any of the four colleges in the District and is dependent upon the employee's residence. Locations include Fairfield, IL; Robinson, IL; Olney, IL or Mt. Carmel, IL.

**WAGES/BENEFITS:**

Base pay starting at \$41,808 per fiscal year; 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:**

Send a letter of interest, resume, IECC application forms (available online at [www.iecc.edu/employment](http://www.iecc.edu/employment)) and official transcripts to [iechr@iecc.edu](mailto:iechr@iecc.edu) or mail them to:  
Illinois Eastern Community Colleges  
Attn: Human Resources  
233 East Chestnut Street  
Olney, IL 62450

**APPLICATION  
DEADLINE:**

Applications will be reviewed until the position is filled.

**STARTING DATE:**

Pending IECC Board of Trustees approval.

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**