



POSITION ANNOUNCEMENT

PART-TIME BUSINESS OFFICE ASSISTANT

LINCOLN TRAIL COLLEGE

DESCRIPTION: This position is a part-time position M-F reporting to the Director of Business at Lincoln Trail College. This person is responsible for providing excellent customer service in a teamwork environment. Duties include, but are not limited to cashiering, data entry, office functions, which include but are not limited to answering the telephone, greeting customers, processing mail, maintaining files, and fulfilling requests for information.

QUALIFICATIONS: Associate's degree or equivalent combination of work experience and course work required. Must have excellent oral, written, and verbal communication skills. Have a knowledge of office practices, excellent computer skills with knowledge of Excel and Word, ability to organize and prioritize work; ability to work independently; ability to interact effectively with administration, faculty, staff, and students; and must have human relations and creative problem-solving skills.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available online), official transcripts to:

Lincoln Trail College
Attn: Business Office
11220 State Hwy 1
Robinson, IL 62454

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

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**