



Position Announcement

Coordinator of International Admissions & Compliance

Lincoln Trail College, Robinson, IL

- Description:** The Coordinator of International Admissions & Compliance will coordinate a seamless International student compliance and documentation experience with the Office of Admissions & Records and governmental agencies. This position serves as the district-wide person for International students and parents from admission through campus arrival but will be housed at Lincoln Trail College.
- Qualifications:** Associate degree or equivalent work experience required. Ability to work cooperatively with diverse faculty, staff, student populations, and host families. Excellent oral and written communication skills and ability to organize and prioritize work. Ability to interact effectively with faculty, staff, and applicants.
- Wages/Benefits:** Based upon \$42,906.29 - \$49,342.23 per fiscal year, based upon 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 on our website), and transcripts to 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.

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, 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