



POSITION ANNOUNCEMENT

INTERNATIONAL STUDENT LIAISON LINCOLN TRAIL COLLEGE | ROBINSON, IL

- DESCRIPTION:** The International Student Liaison will serve as a liaison between international students, host families, various departments at IECC, and the community to ensure international students have a high-quality educational experience.
- QUALIFICATIONS:** Associates degree or equivalent work experience preferred. 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. Knowledge of current computer programs.
- WAGES & BENEFITS:** Based upon \$16.76 to \$19.28 per hour, 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 application forms (available online), cover letter, resume, and official transcripts to:

Human Resources
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450

Or email to iecchr@iecc.edu

- 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

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