



Position Announcement

Part-time Office Assistant

Lincoln Trail College | Robinson, IL

Description: This position is a part-time position Monday – Friday reporting to the President at Lincoln Trail College. This person is responsible for providing excellent customer service in a teamwork environment. Duties include, but are not limited to office functions, which include but are not limited to answering the telephone, greeting customers, processing mail, data entry, 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.

Wages/Benefits: \$15.00 per hour

Applications: Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to ambroset@iecc.edu or mail to:

Lincoln Trail College
Attn: Tona Ambrose
11220 State Hwy 1
Robinson, IL 62454

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

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