



## POSITION ANNOUNCEMENT

### PART-TIME STUDENT SERVICES ASSISTANT LINCOLN TRAIL COLLEGE | ROBINSON, IL

**DESCRIPTION:** This is a part-time position in the Student Services and Financial Aid department. Specific duties for this position include but are not limited to: guiding and supporting students through general admissions, student records, and financial aid policies and procedures; assisting recruiting and retention staff with managing student information and student outreach efforts while following FERPA and data sharing standards; reviewing and processing admissions applications, roster reports, graduation applications, financial aid forms and other various reports and forms in Banner; printing transcripts for students, advisors and coaches; maintain student records and financial aid files in accordance to institutional, state, and federal policies and guidelines; setting and communicating departmental deadlines to students, staff, and faculty; serving as a college representative to initiate services and refer students to the Title IX Coordinator. General duties include screening calls and receiving visitors, preparing correspondence, reports and forms, performing computer data entry, assisting academic advisors and handling confidential information.

**QUALIFICATIONS:** Experience with general office procedures with an emphasis on Microsoft Office, must demonstrate attention to detail, pleasant personality, good communication and organizational skills, and the ability to work independently.

**WAGES/BENEFITS:** \$16.31 per hour

**APPLICATIONS:** Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to [rigglek@iecc.edu](mailto:rigglek@iecc.edu) or mail to:

Krystle Riggle  
Program Director of Financial Aid  
11220 State Highway 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**