



POSITION ANNOUNCEMENT

TRIO UPWARD BOUND COORDINATOR – Lincoln Trail College

ILLINOIS EASTERN COMMUNITY COLLEGES

DESCRIPTION: The Upward Bound Coordinator position is responsible for the coordination and implementation of academic services, the work study program, and the college admission process for participants in the Upward Bound program. Other duties include assisting in the development of curriculum, forms, and handbooks; planning and chaperoning trips; college and career counseling, reporting and evaluation; and assisting in the administration of the summer program. Must have excellent written and verbal communication skills; ability to make sound decisions in accordance with college/federal regulations, rules, and departmental policies. This position will be based at Lincoln Trail College, requiring travel to target high schools and additional IECC colleges. The TRIO Upward Bound programs are 100% federally funded by the Department of Education and this position is contingent upon continued grant funding.

QUALIFICATIONS: Bachelor's degree in counseling, psychology, social work, education or related field required; Master's degree preferred. Ability to communicate and work well with participants, parents/guardians and high school personnel required. The position requires a demonstrated commitment to economically disadvantaged and first-generation youth; and the ability to understand and accept varied lifestyles. Personal experience in overcoming academic and economic obstacles to success preferred. Valid driver's license and an ability to work independently and travel extensively within the target area required.

WAGES/BENEFITS: 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 the State Universities Retirement System.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available at [Apply | IECC](#)), and transcripts to iecchr@iecc.edu or mail to: 233 E. Chestnut St., Olney, IL, 62450

APPLICATION

DEADLINE: Until 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.

TRIO Upward Bound is 100% federally funded grant program. Illinois Eastern Community Colleges has been awarded \$1,010,946 to administer TRIO Upward Bound programs.

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