



POSITION ANNOUNCEMENT

TRIO UPWARD BOUND – ACADEMIC COUNSELOR LINCOLN TRAIL COLLEGE

DESCRIPTION: The TRIO Upward Bound Academic Counselor is a 100% grant-funded position responsible for recruiting, assessing, advising, retention, and supporting program participants during both the academic and summer year. Other duties include assisting in the development of forms and handbooks, planning and chaperoning trips and data entry, and maintaining contact with teachers and parents/guardians regarding students' academic, personal, career and programmatic development. Employment is contingent upon continued grant funding. The site assignment will be Lincoln Trail College in Robinson, Illinois.

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 first-generation youth; and the ability to understand and provide guidance to all participants. 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: \$19.09 per hour. 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 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 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**