POSITION ANNOUNCEMENT

ACADEMIC ADVISOR
OLNEY CENTRAL COLLEGE | OLNEY, IL

DESCRIPTION: The Advisor provides educational guidance and assistance for students through onboarding, career planning, and registration processes. The Academic Advisor will assist students in developing plans that align with goals of academic progress through student persistence and completion and assist in student success measures. Responsibilities include student placement and advisement, verifying degree completion requirements for graduation, collaboration with other college employees and departments, and building rapport with high schools and businesses. Travel to high schools, colleges, and universities will be required.

QUALIFICATIONS: Bachelor's degree in counseling, education, psychology, or other related discipline from an accredited four-year college or university required. Experience in advisement, counseling, or education and work with non-traditional populations preferred. The successful applicant should have excellent communication skills and the ability to follow college policies and procedures. The successful applicant should also have the ability to establish and maintain effective working relationships with other employees on campus and throughout the District, with students, and with the public. The successful applicant should have the ability to organize and prioritize work, the ability to work independently, and the ability to adapt to technology.

WAGES: Based upon educational preparation 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 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 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