



POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT OLNEY CENTRAL COLLEGE | OLNEY, IL

DESCRIPTION: The Administrative Assistant is a full-time position reporting to the Dean of Instruction. The Administrative Assistant to the Dean of Instruction provides administrative and secretarial support to the Dean of Instruction at Olney Central College. This position requires strong communication and organizational skills and the ability to work independently and manage multiple tasks simultaneously. Responsibilities include managing the Dean's calendar, scheduling appointments, and arranging travel. Respond to phone and email inquiries on behalf of the Dean and ensure that all correspondence is answered promptly and professional. Prepare and edit documents, including memos, reports, and presentations, for the Dean's review and signature. Attend meetings with the Dean, take notes, prepare meeting agendas and minutes, and distribute meeting materials. Coordinate and schedule meetings with faculty members, staff, and other stakeholders as requested by the Dean.

QUALIFICATIONS: Associate degree or equivalent combination of work experience and coursework required. The position requires knowledge of office practices, great initiative, excellent oral and written communication skills, attention to detail, and the ability to organize and prioritize work efficiently. Excellent computer skills are needed, with Access, Excel, and Word knowledge.

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 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**