



## **PART-TIME LEARNING COMMONS ASSISTANT OLNEY CENTRAL COLLEGE | OLNEY, IL**

**DESCRIPTION:** The Learning Commons Assistant position is a part-time position reporting to the Director of the Learning Commons. Specific duties include providing all facets of library circulation, including daily statistics, patron assistance, shelving library materials, shelf reading, and inter-library loans. General duties may include assisting library staff with library programs and test proctoring.

**QUALIFICATIONS:** High school diploma or equivalent (GED) and library experience preferred. Position requires knowledge of office practices, excellent oral and written communication skills, attention to detail, ability to work independently and the ability to efficiently organize and prioritize work. Excellent computer skills are needed with knowledge of Excel and Word.

**APPLICATIONS:** Send letter of interest, resume, and IECC Application forms (available online at [www.iecc.edu/employment](http://www.iecc.edu/employment)) to:

Chad Groves, Director of Learning Commons  
Olney Central College  
305 North West Street  
Olney, IL 62450

For more information, please contact 618-393-3418 or [grovesc@iecc.edu](mailto:grovesc@iecc.edu).

**APPLICATION DEADLINE:** Applications will be reviewed as received; and will continue 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**