



POSITION ANNOUNCEMENT

PART-TIME STUDENT SERVICES ASSISTANT OLNEY CENTRAL COLLEGE | OLNEY, IL

DESCRIPTION: This is a part-time position in the Student Services, Admissions & Records, and Financial Aid departments. Specific duties for this position include but are not limited to: guiding and supporting students through general admissions, student records, and financial aid policies and procedures; assisting recruiting and retention staff with managing student information and student outreach efforts while following FERPA and data sharing standards; reviewing and processing financial aid forms and other various reports and forms in Banner; maintain student financial aid files in accordance to institutional, state, and federal policies and guidelines; setting and communicating departmental deadlines to students, staff, and faculty; serving as a college representative to initiate services and refer students to the Title IX Coordinator. General duties include screening calls and receiving visitors, preparing correspondence, reports and forms, performing computer data entry, assisting academic advisors and handling confidential information.

QUALIFICATIONS: Experience with general office procedures with an emphasis on Microsoft Office, must demonstrate attention to detail, pleasant personality, good communication and organizational skills, and the ability to work independently.

WAGES/BENEFITS: \$16.31 per hour

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to rigglek@iecc.edu or mail to:

Krystle Riggle
Program Director of Financial Aid
11220 State Highway 1
Robinson, IL 62454

APPLICATION DEADLINE: Applications will be reviewed as received and will be accepted 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**