



## POSITION ANNOUNCEMENT

### OFFICE ASSISTANT, ADULT EDUCATION FRONTIER COMMUNITY COLLEGE

**DESCRIPTION:** The Office Assistant position is a full-time position reporting to the Program Director of Adult Education at Frontier Community College. The duties include, but are not limited to: scheduling appointments, handling phone calls, preparing correspondence, reports, and forms, performing computer data entry, maintaining filing system, and handling confidential information, along with assisting in the day to day operation of the Adult Education program. Position is contingent upon continued grant funding.

**QUALIFICATIONS:** Associate's degree or equivalent combination of work experience and course work required. 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.

**WAGES:** Based upon \$14.11 per hour. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participating in State University Retirement System.

**APPLICATIONS:** Send application forms (available online at [www.iecc.edu](http://www.iecc.edu)), a letter of interest, resume, and transcripts to [iecchr@iecc.edu](mailto: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**