



## POSITION ANNOUNCEMENT

### PROGRAM DIRECTOR OF THE COLLEGE AND CAREERS CENTER

**DESCRIPTION:** The Program Director of the College and Careers Center provides leadership and oversight for the development and implementation of strategies for student onboarding, persistence, retention, career placement, and college transfer. This includes, but is not limited to: collaborating with stakeholders to develop, implement, and manage plans for the growth of the IECC College and Careers Center, including budgets, staffing, student engagement plans, and developing college transfer opportunities.

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university required; Master's degree preferred. Position requires excellent oral and written communication skills, attention to detail, and ability to efficiently organize and prioritize work; experience working with students in higher education, particularly in student support services.

**WAGES/BENEFITS:** Based upon \$55,438.81 to \$63,754.63 per fiscal year; 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 online, [www.iecc.edu](http://www.iecc.edu)), and transcripts to [iecchr@iecc.edu](mailto:iecchr@iecc.edu) or mail to:

Human Resources  
Illinois Eastern Community Colleges  
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 IECC 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**