



## POSITION ANNOUNCEMENT

### Executive Administrative Assistant West Richland Center | Noble, IL

- DESCRIPTION:** The Executive Administrative Assistant facilitates the efficient operation of the West Richland Center by performing a variety of clerical and administrative tasks. This individual will be responsible for welcoming visitors, answering the phone, coordinating facility scheduling, and other senior level administrative assistant functions.
- QUALIFICATIONS:** Associate degree required; Bachelor's degree in related field preferred. Three to five years of experience in an administrative role preferred. Experience may be used in lieu of degree.
- WAGES & BENEFITS:** Based upon \$16.88-\$18.58 per hour, 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](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**