



**POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT
to DEAN OF INSTRUCTION
Wabash Valley College**

DESCRIPTION: The Administrative Assistant position is a full-time position reporting to the Dean of Instruction at Wabash Valley College. Duties include assisting the Dean with course and faculty management; screening calls and receiving visitors; preparing correspondence, reports, and forms; performing computer data entry, and handling confidential information.

QUALIFICATIONS: Associate's degree or equivalent combination of work experience and coursework 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 Access, Excel, and Word.

WAGES: Based upon \$15.15 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, application forms (available online), and transcripts:

Human Resources
Illinois Eastern Community Colleges
233 East Chestnut St.
Olney, IL 62450

Or email to iecchr@iecc.edu

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**