



POSITION ANNOUNCEMENT

DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES WABASH VALLEY COLLEGE

DESCRIPTION:

This position leads the coordination, development, implementation, evaluation and improvement of the college's Learning Resource Center (LRC) and Academic Skills Center (ASC). Job duties include, but are not limited to: coordinating with College administration and faculty to ensure that LRC and ASC services are complementary, meet the diverse needs of students, and support the College's curriculum and enrollment management goals; overseeing and implementing disability support services; overseeing activities related to document collections; assisting in compliance with consortia contracts (CARLI, etc.); maintaining and inventorying material and equipment required for effective instruction; advocating and promoting LRC and ASC services and programs and assessing their effectiveness; conducting library orientation sessions for students; coordinating with faculty in the supervision of testing services; selection, and supervision of tutors for students requiring assistance; participating in the development, scheduling, and assessment of community education offerings; and participating in the planning and execution efforts of student activities on campus.

QUALIFICATIONS:

Bachelor's degree required; Master's degree preferred. Two years of library experience in higher education preferred. Experience with learning skills, retention efforts, and related services is also preferred. Must have excellent oral, written, and verbal communication skills; ability to organize and prioritize work; and ability to interact effectively with students, faculty, and staff.

WAGES:

Based upon \$41,808 - \$46,009 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/employment), and official transcripts:

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

Applicant documents may also be emailed to iecchr@iecc.edu

**APPLICATION
DEADLINE:**

Applications will be review as received and accepted until the position is filled

STARTING DATE: Pending IECC Board of Trustees approval.

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**