



POSITION ANNOUNCEMENT

PART-TIME OFFICE ASSISTANT WABASH VALLEY COLLEGE | MT. CARMEL, IL

- DESCRIPTION:** The Office Assistant position is a part-time position reporting to the Director of Academic Advising. This person must provide excellent customer service by assisting all students and stakeholders of the college. Duties include, but are not limited to: providing detailed information, registering students, screening calls, receiving visitors, preparing correspondence, reports and forms, performing computer data entry and handling confidential information.
- QUALIFICATIONS:** Associate 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, and ability to efficiently organize and prioritize work. Excellent computer skills are needed with knowledge of Access, Excel and Word.
- WAGES:** Commensurate based on relevant experience and qualifications.
- APPLICATIONS:** Applications are available at WVC or online at www.iecc.edu/employment. Send a letter of interest, resume, IECC application forms (available online), and official transcript to:
- Wabash Valley College
Attn: Tim Zimmer, Director of Academic Advising
2200 College Drive
Mt. Carmel, IL 62863
- APPLICATION DEADLINE:** Applications will be reviewed as received and will be accepted until the position is filled.

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