



POSITION ANNOUNCEMENT

DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES OLNEY CENTRAL COLLEGE

DESCRIPTION: This position coordinates the development, organization, direction and assessment of the College's Learning Resource Center (LRC) and Academic Success 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 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; oversee and implement disability support services; working closely with the Retention coordinator and advising staff to ensure appropriate student placement in remedial sequencing when necessary; 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/BENEFITS: Based upon \$40,008 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 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 a multi-college district with four colleges and an Administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

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

7/12/2021