



POSITION ANNOUNCEMENT

ASSISTANT DIRECTOR, HUMAN RESOURCES BENEFITS ILLINOIS EASTERN COMMUNITY COLLEGES | DISTRICT OFFICE | OLNEY, IL

DESCRIPTION: The primary function of the Assistant Director of Human Resources is to Coordinate HR policies and programs with an emphasis on benefits and leave administration (FMLA/ADA/LTD). This position works closely with the Director of Human Resources in developing, implementing, and evaluating ongoing HR policies, programs, functions, and activities related to employee benefits.

QUALIFICATIONS: Associate's degree or relevant work experience in human resources required as well as a minimum of 2 years Human Resource experience. Group health and supplemental insurance experience a plus. Successful applicant must be proficient in the use of Microsoft Office applications, have excellent written and verbal communication skills, the ability to organize and prioritize work, comfortable working with a diverse population, ability to make decisions in accordance with policies, rules and regulations and able to work independently and work under pressure to meet deadlines.

WAGES/BENEFITS: Based upon \$50,000-\$58,000 per 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 on our website), and transcripts to 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.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If 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 Michele Anderson at (618) 395-5299 Extension 5522. 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. The colleges are accredited by the Higher Learning Commission.

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