



POSITION ANNOUNCEMENT

ADVISOR LINCOLN TRAIL COLLEGE | ROBINSON, IL

DESCRIPTION: The Advisor provides educational guidance and assistance for students through onboarding, career planning, and schedule development. Responsibilities include, but are not limited to: student placement and advisement; certifying degree completion requirements for student graduation, collaboration with other college employees, high schools and local businesses; and assist in coordinating student orientation and student onboarding. Some travel to high schools, colleges, universities and industry will be required.

QUALIFICATIONS: Bachelor's degree in advising, counseling, education, psychology, or other related discipline from an accredited four-year college or university required. Experience in advisement, counseling, or education and work with non-traditional populations preferred. The successful applicant should have: excellent communication skills, ability to follow college policy and procedures; ability to establish and maintain effective working relationships with other employees on campus and throughout the District, students, and the public; ability to organize and prioritize work; ability to work independently; and proficiency with Office 365.

WAGES: Hourly rate is \$16.50 - \$18.58 per hour, based upon educational preparation 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