



POSITION ANNOUNCEMENT

ASSISTANT DIRECTOR FOR TRIO UPWARD BOUND

The TRIO Upward Bound programs are 100% federally funded by the Department of Education. Illinois Eastern Community Colleges has been awarded \$972,064 to administer the TRIO Upward Bound programs.

DESCRIPTION: IECC's TRIO Upward Bound Program has an opening for Assistant Director. The Assistant Director is responsible for managing components of the TRIO program in compliance with the grant proposal, federal legislation, regulations, and guidance. Other responsibilities include evaluating, improving, and implementing precollege services that increase high school achievement, college admissions, and college graduation rates for participants.

QUALIFICATIONS: Bachelor's degree in counseling, psychology, social work, education or related field required; Master's degree preferred. Ability to communicate and work well with participants, parents/guardians and high school personnel required. The position requires a demonstrated commitment to economically disadvantaged and first-generation youth; and the ability to understand and accept varied lifestyles. Personal experience in overcoming academic and economic obstacles to success preferred. Valid driver's license and an ability to work independently and travel extensively within the target area required.

LOCATION: This position will be located at one of the locations within the IECC District. Potential worksites include Fairfield, IL, Robinson, IL, Olney, IL, or Mt. Carmel, IL.

WAGES & BENEFITS: \$40,008-\$46,008 commensurate on 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: September 1, 2022

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