



POSITION ANNOUNCEMENT

COORDINATOR OF MARKETING AND GRAPHIC DESIGN CETL AND BUSINESS AND INDUSTRY/ WORKFORCE ED

DESCRIPTION: The Coordinator of Marketing and Graphic Design works to increase the visibility of the IECC Center for Excellence in Teaching and Learning (CETL) and Business & Industry (B&I)/Workforce Education by providing leadership for the analysis, planning, implementation and control of all CETL and B&I/Workforce Ed marketing, graphic design, public relations, advertising, website design and special events directed toward the Colleges' faculty, staff, students, the general public, and other stakeholders. 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.

QUALIFICATIONS: Associate degree in marketing, graphic design, communication, journalism or related field required; One year related experience, and graphic design experience utilizing the Adobe Creative Suite are required. Bachelor's degree preferred. Strong writing and proofreading skills are essential to be successful as well as attention to detail.

WAGES & BENEFITS: Based upon \$16.50 - \$18.58 per hour, 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