



POSITION ANNOUNCEMENT

DIRECTOR OF INSTRUCTIONAL SERVICES OLNEY CENTRAL COLLEGE | OLNEY, IL

DESCRIPTION: The Director of Instructional Services is a full-time position reporting directly to the Dean of Instruction. This position will assist and support the Dean of Instruction with the academic leadership of the College by providing management in a broad range of internal and external administrative activities. Job responsibilities include, but are not limited to: coordinating the dual credit program; management of part-time faculty; coordinating the scheduling process for classes offered both on and off-campus (schedule building); assisting with the development, review, and improvement of programs; ICCB and HLC reporting activities; and assisting with faculty onboarding, evaluation, and instructional improvements. Job responsibilities will require some off-campus travel and occasional evening work hours.

QUALIFICATIONS: Bachelor's degree from an accredited university required, Master's degree preferred. Two years of higher education teaching experience environment preferred. Applicants should have Excellent oral and written communication skills; ability to make sound decisions following college policy, rules, and regulations; work effectively and collegially with administration, faculty, staff, and the community; ability to organize and prioritize work; effectively work independently or with a team; problem-solving skills; computer proficiency with exceptional skills in Microsoft Excel, Outlook, PowerPoint, and Word.

WAGES/BENEFITS: Base pay starting at \$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 on our website), and transcripts to iechr@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