



**Lincoln Land  
Community College**

## **Staff Vacancy Announcement**

Human Resources 217-786-2752 [www.llcc.edu/hr](http://www.llcc.edu/hr)

### **Program Assistant, Community Education**

Do you have clerical experience and a passion for education? Join LLCC's Community Education team as a Program Assistant! You can enjoy Fridays off during the summer while you fulfill the daily operations of the Community Education department and all its programs.

As a staff member at LLCC, you can look forward to 23 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and starting with 10 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. Staff can also enjoy free access to our on-campus fitness center. LLCC is a positive, team-oriented environment supportive of staff development. You can view all benefits on our [website](#). Come join our team and experience success at LLCC!

Starting salary is likely to be between \$36,246 and \$41,349 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

**This position will be open until filled; however, applications must be received on or before April 21, 2024**, to be considered during the initial review window. In-person interviews for this position are anticipated to begin May 2 with an anticipated start date of May 29.

LLCC strives to create an inclusive workplace and environment for our students, faculty, and staff. We are seeking applicants from all backgrounds and experiences to ensure we create a diverse workforce and learning environment.



*Lincoln Land Community College does not discriminate against any student, employee, prospective employee or any other person on the basis of their actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, or any other protected status in its programs and activities. More information may be found at [www.llcc.edu/equal-opportunity](http://www.llcc.edu/equal-opportunity). Inquiries may be directed to the Equal Opportunity Compliance Officer at [EOCO@llcc.edu](mailto:EOCO@llcc.edu).*

**Lincoln Land Community College is a drug-free workplace.**