



**Lincoln Land
Community College**

Staff Vacancy Announcement

Human Resources 217-786-2752 www.llcc.edu/hr

Education Services Representative

Do you have outstanding customer service skills? Lincoln Land Community College (LLCC) is currently accepting applications for a part-time Education Services Representative at our Jacksonville location. This position exists to provide support in a multitude of student service areas for students, faculty and staff in complex situations including, but not limited to, admissions, registration, cashiering, appointment scheduling, student testing, bookstore, records, and financial aid. This is a frontline position, often being the students' first face-to-face impression of LLCC, with the primary responsibility of facilitating the necessary student services. To accomplish this, it will be required that the person holding this position have an extensive and varied knowledge of college policies and procedures and the functions of all departments within the Student Services division.

This is an up-to-27 hour per week, non-benefited position. Work schedule will be Monday through Thursday, working until 5PM. Starting pay will be \$19.53 per hour.

This position will be open until filled; however, applications must be received on or before July 7, 2024, to be considered during the initial review window. Interviews for this position July 10 and July 11 with an anticipated start date beginning of August.



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. Inquiries may be directed to the Equal Opportunity Compliance Officer at EOCO@llcc.edu.

Lincoln Land Community College is a drug-free workplace.