



**Lincoln Land
Community College**

Staff Vacancy Announcement

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

Administrative Assistant to the Dean, Arts & Communication

Would you like Fridays off in the summer? Come join the Arts & Communication department as the Administrative Assistant to the Dean and experience success at LLCC!

The Assistant will:

- Assist the Dean with financial reports, documents and files.
- Create documentation, schedule, attend, and maintain records for department meetings. Schedule additional meetings and maintain records as needed.
- Coordinate the ordering of supplies; place work orders; maintain office and classroom equipment.
- Send communication to department members, other college departments, students, and external constituents as needed.
- Design and produce spreadsheets and documents as required for various assigned tasks.

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 credit hour courses. LLCC is a positive, team-oriented environment supportive of staff development. Experience success at LLCC! View all the benefits our employees have on our [website](#).

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.

This position will be open until filled; however, applications must be received before or on July 7, 2024, to be considered during the initial review window. Interviews are anticipated to begin July 17 with an anticipated start date mid-August.

Starting salary is likely to be between \$40,631 and \$46,426 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.



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.