

Administrative Assistant, LLCC Western Region
Lincoln Land Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261768>

Downloaded On: Aug. 29, 2025 4:48am

Posted Aug. 28, 2025, set to expire Dec. 24, 2025

Job Title Administrative Assistant, LLCC Western Region
Department Education Center
Institution Lincoln Land Community College
Jacksonville, Illinois

Date Posted Aug. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Full Time or Part Time: Full Time

Months Worked Per Year:12

Hours Worked Per Week:40

Work Schedule:M-F, 8am-5pm

Remote Work Availability: No

Job Description Summary

Lincoln Land Community College is seeking an **Administrative Assistant** to join our Jacksonville education center team. In this vital role, you'll coordinate student services, support office functions, and help ensure smooth daily operations. Be part of a team that makes a difference in students' lives!

Important: This position is located at our **Jacksonville site (not the main Springfield campus)**.

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 \$44,733 and \$51,644 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.

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.

Required Qualifications

- Associates degree required; relevant experience considered in lieu of degree.
- Minimum two years experience in office management or office support, preferably in an academic setting.

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Employment is contingent upon the successful completion of a criminal background check.

Preferred Qualifications

- Excellent organizational skills and attention to detail
- Ability to use management information systems for various functions, ranging from student information to business processes.

Position Salary: Starting salary is likely to be between \$44,733 and \$51,644 per year with an excellent benefits package.

Requisition Detail Information

Open Date: 08/26/2025

Open Until Filled: Yes

Special Instructions to Applicants

This position will be open until filled; however, applications must be received on or before September 9, 2025, to be considered during the initial review window. In-person interviews for this position are anticipated to begin September 17 with an anticipated start date of October 13.

If you have a college degree or credits, please upload copies of your transcripts to your application along with a cover letter and resume. Photocopies of transcripts are acceptable to be uploaded. Please redact (black out) any personal information such as age, gender and Social Security Number from your transcripts or other documents you intend to share with us before you upload them to your application. If you do not have transcripts to upload at the time of submission, please mail them to the address below and instead upload a Word document as your transcripts that indicates you will have transcripts sent directly to us. Please contact the Human Resources office at 217-786-2752 if you have any

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questions.

Lincoln Land Community College
ATTN: Human Resources
P.O. Box 19256
Springfield, IL 62794

To apply, visit: <https://llcc.peopleadmin.com/postings/8850>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Education Center
Lincoln Land Community College

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