

**Senior Administrative Assistant
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=268223>

Downloaded On: Nov. 13, 2025 3:32pm

Posted Nov. 13, 2025, set to expire Mar. 11, 2026

Job Title Senior Administrative Assistant
Department Global Engagement Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Nov. 13, 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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Apply By Email

Job Description

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**Senior Administrative Assistant
College of Lake County**

**Full Time
REQ-00000622**

Why choose the College of Lake County for your next opportunity?

The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue

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Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Senior Administrative Assistant

Department:

Global Engagement Department

Position Type:

Staff

Job Family:

Classified

Job Summary:

Under the supervision of the Director, Department of Global Engagement the Senior Administrative Assistant supports all administrative activities outlined in and related to the Department of Global Engagement. Department activities are developed to foster an organizational culture and climate that fully supports global education and welcomes diversity. Components of the Department include curriculum development, grant projects, supporting international travel, and supporting international students.

Posting Date:

11/11/2025

Expected Start Date:

12/08/2025

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Compensation Grade:

B23

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

Total Hours Per Week:

40

Job Description:

Student/Customer Service - 20%

1. Provide front desk coverage to screen and assist visitors to the department of global engagement.
2. Assist in responding to prospective international student inquiries via email, phone and walk/in.
3. Monitor department general email account and follow up as needed.
4. Supervise front-desk student worker coverage/customer service training.

Department Operations/Processes - 65%

1. Provide daily administrative and technical support to the Director, Global Engagement
2. Assist in the marketing of study abroad programs, international student programs, and other department efforts and events.
3. Assist with development of fliers, posters and PowerPoint presentations, coordination of content on the department website.
4. Coordinate room reservations, van reservations, and catering for department related events as needed at the guidance of the Director.
5. Assist with student programming efforts, including International Education Week, workshops and other special events.
6. Attend, participate and take minutes for the Global Engagement Committee meeting.
7. Assist with preparation and organization of New International Student Orientation.
8. Assist with check in and processing of new students including generating CLC ID numbers, medical insurance holds, and other compliance related issues.

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9. Assist in the logistical support of study abroad faculty leaders.
10. Assist in the maintenance of PeopleSoft records for international students (adding/removing F1 positive indicators, holds, etc.)
11. Follow up with Study Abroad students regarding payments, application issues, and other deadlines surrounding documents, etc.
12. Aid the director with budget preparation, estimation, rationalization, tracking and implementation
13. Process all necessary payments coming out of the department
14. Assist in the marketing of study abroad programs, international student programs, and other department efforts and events in collaboration with Public Relations for print publications, e-mails, and webpages.

Data Entry/Reporting - 10%

1. Assisting with application management and record keeping of student files, collecting and summarizing student waiver forms, and enrolling students in required travel insurance.
2. Assist with agent contract management including updates, commission payouts, tracking of payments, and data tracking.
3. Budget Reporting.

Other - 5%

1. Perform other related functions as assigned.

Required Qualifications

1. A high school diploma or equivalent.
2. Excellent oral and written communication and interpersonal skills
3. Minimum of four (4) years' work experience
4. Proficiency in Microsoft Office.
5. Strong attention to detail and organizational skills.
6. Demonstrated experience multitasking and working with persons of diverse backgrounds.
7. Proven ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Desired Qualifications

1. Associate's Degree

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2. Previous experience in budgetary management/accounting
3. Bilingual in Spanish and English.
4. Experience creating fillable forms in Adobe Acrobat and Word
5. Graphic design experience
6. Knowledge of student database systems
7. Previous experience supporting and working with international students.

Work Schedule

8:00am - 4:30pm Monday - Friday

Pay

\$18.77/hour

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Senior-Administrative-Assistant_REQ-00000622-1

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Contact Information

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

Contact

Global Engagement Department



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