



HEARTLAND

COMMUNITY COLLEGE

PROGRAM ASSISTANT FOR SECONDARY EDUCATION PARTNERSHIPS

Full-time position within Academic Affairs to support the day-to-day processes and operations associated with the College's secondary education partnerships, including dual credit programs. Will maintain ongoing communication with partners; assist students throughout the application, assessment, and enrollment process; and manage records and agreements related to partnerships. Bachelor's degree or appropriate experience/education required.

Please visit our website at www.heartland.edu/jobs for additional information, including complete job qualifications and application instructions.

HCC affirms the value of diversity among students and employees. HCC is an equal opportunity institution.

1500 W. Raab Road, Normal, IL 61761