



# HEARTLAND

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## 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](http://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**