



HEARTLAND

COMMUNITY COLLEGE

COMMUNICATIONS ASSISTANT FOR CONTINUING EDUCATION

Full-time position within Continuing Education (CE) to support marketing and communication efforts. Will assist with creating fliers, graphic emails, newsletters, and CE schedule booklets; maintain website; manage targeted mailing lists and course repository information; support social media efforts; and assist with special events. Associate's degree or appropriate education/experience 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