



# HEARTLAND

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## COMMUNITY COLLEGE

### ADULT EDUCATION POSITIONS

Part-time positions for **Instructors** and **Master Tutors** are available for upcoming semesters. Will work with either English as a Second Language (ESL) students or Adult Basic Education/High School Equivalency (ABE/HSE) students in the classroom setting. Bachelor's degree required.

### YOUTH EVENING CARE PROVIDER

Part-time positions within the College's Continuing Education program to provide evening supervision for children ages 5-13 years old. Will provide homework assistance, oversee games and activities, maintain a safe, positive classroom environment, and complete related paperwork. High school diploma or GED required.

### ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

Full-time position to provide administrative and secretarial support to the Human Resources Office and assist with day-to-day operations. Will perform reception, keyboarding, filing, scanning, data entry, records maintenance, and related administrative support duties. Will also support processes related to employee recruitment and new employee paperwork. Associate'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**