

Student Support Specialist
Lincoln Land Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260711>

Downloaded On: Aug. 5, 2025 11:30pm

Posted Aug. 4, 2025, set to expire Nov. 28, 2025

Job Title Student Support Specialist
Department Student Services
Institution Lincoln Land Community College
Springfield, Illinois

Date Posted Aug. 4, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

Apply Online Here <https://apptrkr.com/6432715>

Apply By Email

Job Description

Image not found or type unknown



Student Support Specialist

Student Support Specialist
Lincoln Land Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260711>

Downloaded On: Aug. 5, 2025 11:30pm

Posted Aug. 4, 2025, set to expire Nov. 28, 2025

Full Time or Part Time: Full Time

Months Worked Per Year: 12

Hours Worked Per Week: 40

Work Schedule: Monday-Friday, 8AM-5PM

Remote Work Availability: No

Job Description Summary

Empower students by being the bridge to Student Success! LLCC is hiring a Student Support Specialist. This cross-trained position assists in the daily operation and coordination of LLCC's grant-funded support services, including TRIO, Workforce Empowerment Initiative (WEI), and PATH.

As a staff member at LLCC, you can look forward to 23 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and starting with 15 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. Staff can also enjoy free access to our on-campus fitness center. LLCC is a positive, team-oriented environment supportive of staff development. You can view all benefits on [our website](#). Come join our team and experience success at LLCC!

This is a grant-funded position. Funding for this position has been secured through 6/30/2026. Starting salary is likely to be between \$51,911 and \$60,250 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

LLCC strives to create an inclusive workplace and environment for our students, faculty, and staff. We are seeking applicants from all backgrounds and experiences to ensure we create a diverse workforce and learning environment.

Required Qualifications

- Bachelor's degree OR extensive, relevant work experience OR an appropriate combination of education and experience.
- Demonstrated experience, knowledge, and sensitivity to students from disadvantaged backgrounds
- Ability to work independently and as part of a team

Student Support Specialist
Lincoln Land Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260711>

Downloaded On: Aug. 5, 2025 11:30pm

Posted Aug. 4, 2025, set to expire Nov. 28, 2025

- Detail oriented, organized, excellent verbal and written communication skills, customer service, problem-solving skills, multi-tasking capabilities, and good time management skills
- Knowledge of basic computer programs and Microsoft Office

Employment is contingent upon the successful completion of a criminal background check.

Preferred Qualifications

- Background similar to the target population (first generation college students and/or low income)
- One or more years' experience working with disadvantaged students in an educational setting
- Public speaking and workshop development experience

Position Salary: Starting salary is likely to be between \$51,911 and \$60,250 per year.

Requisition Detail Information

Open Date: 07/31/2025

Open Until Filled: Yes

Special Instructions to Applicants

This position will be open until filled; however, applications must be received on or before August 17, 2025, to be considered during the initial review window. In-person interviews for this position are anticipated to begin August 28th with an anticipated start date of September 22nd.

If you have a college degree or credits, please upload copies of your transcripts to your application along with a cover letter and resume. Photocopies of transcripts are acceptable to be uploaded. Please redact (black out) any personal information such as age, gender and Social Security Number from your transcripts or other documents you intend to share with us before you upload them to your application. If you do not have transcripts to upload at the time of submission, please mail them to the address below and instead upload a Word document as your transcripts that indicates you will have transcripts sent directly to us. Please contact the Human Resources office at 217-786-2752 if you have any

Student Support Specialist
Lincoln Land Community College

Direct Link: <https://www.AcademicKeys.com/r?job=260711>

Downloaded On: Aug. 5, 2025 11:30pm

Posted Aug. 4, 2025, set to expire Nov. 28, 2025

questions.

Lincoln Land Community College
ATTN: Human Resources
P.O. Box 19256
Springfield, IL 62794

To apply, visit: <https://llcc.peopleadmin.com/postings/8769>

Contact Information

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

Contact

Student Services
Lincoln Land Community College

,