

**Office Assistant
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=264384>

Downloaded On: Oct. 25, 2025 1:25am

Posted Oct. 24, 2025, set to expire Feb. 20, 2026

Job Title Office Assistant
Department Campus Services Sub Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Oct. 24, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6666554>

Apply By Email

Job Description

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**Office Assistant
College of Lake County**

**Full Time
REQ-00000542**

Why choose the College of Lake County for your next opportunity?

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The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Office Assistant

Department:

Campus Services Sub Department

Position Type:

Staff

Job Family:

Classified

Job Summary:

Under the administrative supervision of the Director of Business and Auxiliary Services

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and the functional supervision of the Campus Services Manager, the Office Assistant assists with the general shipping/receiving/mail room/printing operations of the department.

Posting Date:

08/22/2025

Expected Start Date:

09/12/2025

Compensation Grade:

Office Assistant Campus Services

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

Total Hours Per Week:

40

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Job Description:

1. Picks up and delivers mail to the post office and print jobs to outside vendors.
2. Sorts and delivers all incoming mail, packages, and print jobs to Grayslake campus department offices.
3. Picks up and processes all outgoing mail, packages, and print jobs for delivery to the post office, other mail vendors, and printing vendors.
4. Sorts and delivers all mail, packages, and print jobs to Lakeshore campus, Southlake Education Center and extension sites.
5. Marks incoming equipment and furniture with inventory tags.
6. Operates copy equipment and performs minor maintenance of copy equipment.
7. Produces requested number of copies of work according to specifications submitted by instructors and staff.
8. Prepares finish work on printed materials, including collating, cutting, binding, folding, etc.
9. Reviews print work for high quality standards before distribution.
10. Provides friendly and timely assistance to college employees regarding mail and print shop procedures.
11. Performs other related duties as assigned.

Required Qualifications

1. A high school diploma, or equivalent.
2. Ability to lift/move at least 50 pounds.
3. A valid driver's license.

Desired Qualifications

1. Previous shipping/receiving/mailroom/print shop experience.
2. Ability to deal with the public in a courteous and professional manner.



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Work Schedule

Monday through Friday 8:00 a.m. to 4:30 p.m.*May vary in accordance with the needs of the College

Pay

\$16.00/hr

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Office-Assistant_REQ-00000542-1

Contact Information

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

Contact

Campus Services Sub Department
College of Lake County

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