

TO BE PROVIDED ITEMS

**APPOINTMENT OF
EXECUTIVE ASSISTANT –CURRICULUM AND
INSTRUCTION
(TO BE PROVIDED)**

Rend Lake College Board of Trustees

May 12, 2026

RECOMMENDATION: To appoint Ms. Marlene Smith as Executive Assistant of Curriculum and Instruction on a full-time, 50-week, non-tenure track contract at an annual salary of \$42,000 prorated for the remainder of the fiscal year pending a successful background check, effective June 22, 2026.

RATIONALE: Ms. Smith meets the education and experience requirements of the position and possesses the knowledge, skills, and abilities to perform the essential functions of the position.

EFFECTIVE DATE: June 22, 2026

If Employment:

JOB TITLE: Executive Assistant of Curriculum and Instruction

SALARY: \$42,000

CLASSIFICATION: Professional/Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes _____ No X

EXEMPT/NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: N/A

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Executive Assistant of Curriculum and Instruction
Number of Applicants:	23
Number of Applicants who met the advertised requirements:	8
Number of Applicants Interviewed:	8
Applicants Interviewed by:	Henry Buster Leeck, Kelly Downes, Kim Wilkerson, Cathy DeJarnette, Lynanne Page

<u>Applicant Recommended:</u>	Marlene Smith
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<u>Educational Preparation:</u>	A.S. Rend Lake College 2020
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<u>Experience:</u>	Office Manager/Administrative Assistant Herrin Pre-K Center 2024-Present
	Teller, Bookkeeper, New Accounts DuQuoin State Bank 2021-2024