

From: [Keys, Cenessia](#)
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Human Resources
Southwestern Illinois College
Belleville Granite City Red Bud

VACANCY ANNOUNCEMENT

Administrative Assistant (Grant-Funded)

Job ID 4254

DATE: October 24, 2025

ANNOUNCEMENT: Southwestern Illinois College is accepting applications for the part-time SWIC Educational Employee position of Administrative Assistant (Grant-Funded).

POSITION DESCRIPTION: In accordance with the Mission and Values of Southwestern Illinois College, this is a professional/technical position that provides auxiliary services for the Adult Education instructional program at the Sam Wolf Granite City Campus and district wide. Work involves management of an office offering a variety of educational programs and providing necessary services to students and staff. These services include providing accurate information about programs and state regulations, facilitating campus communications, database management, maintaining student records and instructional area and supplies. While direction and advice are normally available, often from the Belleville Campus, the Administrative Assistant must be able to work without close supervision. The Administrative Assistant must work well with students, instructors, campus personnel and the public. Work is reviewed for the quality of service to students and the department. This is a twelve-month position with projected morning, afternoon, and evening hours. This is a grant funded position and contingent upon external funding.

QUALIFICATIONS:

1. An Associate of Arts or Associate of Science degree or equivalent education in secretarial science, computer or a related field is required.
2. Knowledge of and proficiency with Microsoft Office applications including Teams, Visio, and Outlook is essential; knowledge of Google applications, Chrome, video conferencing, and social media program desirable.
3. Advanced organizational skills, proper phone etiquette, and the ability to work with a diverse population.

SALARY: \$15.30 per hour, up to 28 hours per week.

BENEFITS & PERKS: *Benefit availability and eligibility may vary from the summary listed below. Please visit www.swic.edu for more information.*

- Retirement savings plan through State Universities Retirement System of Illinois and voluntary 403(b) and 457(b) savings plan
- Eligibility for medical coverage as outline in the Affordable Care Act

- Eligibility for paid leave including holidays and vacation
- Educational incentives including Reduced Tuition at Southwestern Illinois College and Tuition Reimbursement
- Employee Assistance Program, employee discounts, gym access, additional voluntary benefits and more!

WORK LOCATION: Sam Wolf Granite City Campus with district wide responsibilities.

APPLICATION DEADLINE: See online job posting for close date.

APPLICATION PROCEDURE: Required application materials, such as resume, cover letter and references, should be attached to your application. Other required application materials i.e., unofficial transcripts, etc., should be attached after your application has been submitted (**official** college transcripts must be provided at time of hire). Go to your **My Job Applications** page from the careers home page of your account.

**Southwestern Illinois College
is proud to be an EEO/AA Employer/Educator
Smoke/Tobacco/Vapor/Drug-Free Workplace**