

From: [Keys, Genessia](#)
Date: Tuesday, October 28, 2025 12:56:12 PM
Posted At: BulletinBd
Conversation: Job Opening:
Subject: Job Opening: Special Projects Coordinator: Online HSE

Human Resources
Southwestern Illinois College
Belleville Granite City Red Bud

VACANCY ANNOUNCEMENT

Special Projects Coordinator: Online HSE

Job ID 4252

ANNOUNCEMENT: Southwestern Illinois College is accepting applications for the part-time SWIC Educational Employee position of Special Projects Coordinator: Online HSE.

POSITION DESCRIPTION: In accordance with the Mission and Values of Southwestern Illinois College, the Special Projects Coordinator: Online HSE is responsible for coordinating the recruitment and retention activities associated with SWIC Adult Education's online instructional services. The coordinator is responsible for guiding the online intake of applicants seeking enrollment in remote services. The coordinator will also be responsible for monitoring the attendance and progress of students enrolled in online services. The coordinator works with a variety of internal and external offices and agencies to identify, recruit and retain. Responsibilities are district-wide and may require travel. This is a twelve-month position and is contingent upon grant funding.

QUALIFICATIONS:

1. Bachelor degree required.
2. Ability to use computers in a networked environment, specifically work in a Microsoft Windows environment using Word and database systems, required.
3. Good oral and written communications skills required.
4. Ability to work as a member of a team required.
5. Previous experiences in work with disadvantaged preferred.

SALARY: \$24.75 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: Belleville 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**