

VACANCY ANNOUNCEMENT
ENROLLMENT SERVICES SPECIALIST
Job ID 4261

DATE: November 14, 2025

ANNOUNCEMENT: Southwestern Illinois College is accepting applications for the SWIC Educational Employee full-time position of Enrollment Services Specialists.

POSITION DESCRIPTION: In accordance with the Mission and Values of Southwestern Illinois College, this is a varied clerical, customer service and technical position responsible for performing a wide variety of functions requiring the application of some independent judgment and the interpretation of institutional policies, ICCB regulations and Federal Rights and Privacy Act of 1974 (FERPA) regulations on the basis of training and knowledge gained through experience on the job. Work involves direct contact with students, community members, and SWIC employees. Work is reviewed by a supervisor through observation of operations and general supervision. Advice and assistance are available when unusual or difficult matters arise.

QUALIFICATIONS

1. High School Diploma or GED plus 3 years of office or customer service experience is required.
2. Associates degree plus 1 year of office or customer service work experience is preferred.
3. Computer literacy and experience with computer software applications is required. Microsoft Office Suite required. PeopleSoft SA preferred.
4. Higher Education experience is preferred.

SALARY: \$33,807 annually

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

- Eligibility for comprehensive medical, dental, vision, life, and disability insurance plans beginning date of hire
- Retirement savings plan through State Universities Retirement System of Illinois and voluntary 403(b) and 457(b) savings plan
- Eligibility for paid leave including holidays, sick, 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.

APPLICATION DEADLINE: This position will remain open until filled.

APPLICATIONS PROCEDURE: Required application materials, such as resume, cover letter and references, should be attached to your application. Other required application materials i.e., transcripts, etc., should be attached after your application has been submitted. 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