

## VACANCY ANNOUNCEMENT

### **Financial Aid Specialist** **Job ID 4322**

**DATE:** June 1, 2026

**ANNOUNCEMENT:** Southwestern Illinois College is accepting applications for the full-time, SWIC Educational Employee position of Financial Aid Specialist.

**POSITION DESCRIPTION:** In accordance with the Mission and Values of Southwestern Illinois College, this is work that provides customer service to current and prospective students and the community as related to applying for and receiving financial aid to pay for college. Work involves general knowledge of the financial aid process, considerable contact with students, staff and external agencies. Familiarity with financial aid and student information software is required. Work is performed with considerable independence, but is monitored and reviewed frequently by an administrator knowledgeable in federal, state and institutional policies and regulations.

**QUALIFICATIONS:**

1. High school diploma or GED required plus three years of full-time related experience OR completion of associates degree with one year of full-time related experience.
2. Knowledge of financial aid and/or PeopleSoft systems is desirable.

**SALARY:** \$19.34 per hour, 37.5 hours per week.

**BENEFITS AND PERKS:** *Benefit availability and eligibility may vary from the summary listed below. Please visit [www.swic.edu](http://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:** See online job posting for close date.

**APPLICATIONS 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 the 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**