Civil service vacancies are advertised for one week. Applications and all qualifying credentials such as official transcripts, certifications, licenses and DD 214 must be submitted for the current vacancies no later than **12:00 noon, Thursday, March 29, 2018**.

Effective September 11, 2017: Interviewing hours with employment counselors will only be on Tuesdays and Thursdays from 9:00 a.m. to 1:00 p.m.

**ATTENTION**

SIUC is transitioning to a new online application and hiring process. During the next few months pay close attention to application procedures for each vacancy. Some will remain the same and for some you will need to apply through the new online system.

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**Note:** For the **following 2 positions**, applications can be found at [http://hr.siu.edu/prospective-new-employee/apply.php](http://hr.siu.edu/prospective-new-employee/apply.php). Applicants must submit all application materials in person, during counseling hours, and before the deadline for submission listed above.

**Child Development Associate**

*Salary: $1,719.00 per month*

**Department:** Rainbow’s End

**Note:** This position is security-sensitive. Before any offer of employment is made, the University will conduct a pre-employment background investigation, which includes a criminal background check.

1. Possession of credentials required by Illinois Department of Children and Family Services for employment as a Child Care Worker in a licensed child care facility.

   The qualifications are:

   1) 19 years of age.

   2) High school diploma or equivalency certificate (GED).

   3) In addition to meeting the requirements of Section 407.100, the early childhood teacher shall have achieved:

      a) Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six; or

      b) One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and 30 semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six

   The Illinois Department of Children and Family Services required credentials can be reviewed at:

Multimedia Communications Specialist  

Department: School of Music  

Salary: $2,554.00 per month

1. Any one or any combination of the following, totaling two (2) years (24 months), from the categories below:
   
   a) Experience in audio-visual materials preparation, instructional communications, industrial communications, installation, use, or modification of recording equipment or closely related fields
   
      b) Credit for progressively more advanced college course work comparable to that leading to a major in communications or closely related fields (such as photography, journalism, advertising, public relations, broadcasting, graphic design, music or instructional technology or video production)

      - 30 semester hours equals 6 months
      - 60 semester hours equals 12 months
      - 90 semester hours equals 24 months

Note: For the following position, interested applicants must submit a detailed Civil Service Application outlining appropriate work experience and education. The Civil Service Application for Employment and qualification details are available through the online system, which can be found at: https://jobs.siu.edu/applicant-login. If you have previously submitted a paper-based Civil Service application, you will still need to apply through the new online application system. Official transcripts, certifications, licenses, and/or DD 214 forms are required. Application materials must be submitted by noon, Thursday, March 29, 2018.

Information Technology Technical Associate-School of Law*  

Department: Information Technology  

Salary: Commensurate with experience