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, April 12, 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.

Note: For the following 2 positions, applications can be found at 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.

**Business Manager II**

**Salary:** $3,688.00 per month

**Department:** Broadcasting Service

**Department:** Economic and Regional Development

1. a) Bachelor’s degree in business administration or a closely related field (such as accountancy)

   OR

   b) Bachelor’s degree in a field other than those listed in “A” and one year of responsible business experience

   OR

   Four years of responsible business experience

   OR

   A combination of such education and business experience totaling four years

2. Five years of responsible accounting and/or business experience, one year of which was at an administrative level
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 12:00 noon, Thursday, April 12, 2018.

Qualification details are available through the online system by clicking the position title below or going to https://jobs.siu.edu/civil-service-current-vacancies.

**Intramural and Recreation Coordinator (Facilities)**

- **Department:** Recreational Sports and Services
- **Salary:** $3,062.00 per month