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, December 7, 2017.

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 two 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.

Public Information Coordinator

Department: University Communications & Marketing

Salary: $3062.00 per month

1. Any combination totaling six (6) years (72 months) from the following categories:

   a) Progressively more responsible work experience performing duties comparable to those listed/performed at the Public Information Specialist level of this series or in positions of comparable responsibility in public relations, newspaper reporting, writing and editing (journalism), radio/television broadcasting with emphasis on production, social media communication, or web/digital media.

Based on institutional requirements and accreditation for each position:

   b) College course work in journalism, communications, radio/television broad-casting, web/digital media, liberal arts, social media communication or a closely related field, as measured by the following conversion table or its proportional equivalent:

   - 60 semester hours/Associate’s degree equals two (2) years (24 months)
   - 90 semester hours equals three (3) years (36 months)
   - 120 semester hours/Bachelor’s degree equals four (4) years (48 months)
   - Master’s degree equals five (5) years (60 months)
Web Specialist I

Salary: $2339.00 per month

Department: Traffic and Parking

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. High school graduation or equivalent

2. Any one or any combination of the following types of preparation:
   
a) College/vocational/technical training with a concentration in computer science, graphic design, journalism, english, technical communication or related fields

b) Work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment)

that totals 1.0 unit according to the following conversion rates:

- 30 semester hours of “a” = 1.0 unit
- 6 months of “b” = 1.0 unit

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

3. 6 months of work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment) in addition to requirement #2.

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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, December 7, 2017.

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.

Senior Aircraft Maintenance Mechanic

Salary: $17.98 per hour

Department: ASA Aviation Management & Flight