CIVIL SERVICE VACANCIES FOR THE WEEK OF September 18, 2017

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, September 21, 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.

Medical Assistant (Credentialed/Certified)  
Salary: $1922.00 per month  
Department: Family & Community Medicine – Carbondale  
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. Possession of a current/valid medical assistant certification by an approved certifying board as defined by the employing institution.

Human Resource Representative  
Salary: $2148.00 per month  
Department: Human Resources  
1. High school graduation or equivalent
2. Any combination totaling two years from the following categories:
   a) Progressively more responsible work experience performing duties comparable to those listed for the previous lower level of the series
   b) College course work in human resource administration, business administration, or a closely related field, as measured by the following conversion table or its proportional equivalent:
      - 60 semester hours equals one year
      - 90 semester hours equals two years
Note: For the following position, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. Indicate within the cover letter the position for which you are applying. 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, September 21, 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.

**Information Technology Technical Associate-Application Development**

Salary: commensurate with experience

Department: Information Technology-Enterprise Applications