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 15, 2018**.

Note: The University will be closed Monday, March 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.

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Note: For the following 4 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.

**Accountant III**  
Salary: $3,521.00 per month  
Department: Office of Sponsored Projects Administration  
*Promotional preference given to current SIUC employees in this promotional line.  
1. Bachelor's degree with a major in accountancy (or equivalent course work)  
2. A total of four (4) years (48 months) of progressively responsible experience in professional level accounting work consistent with the next lower level of this series.  
An advanced degree in accountancy or registration as a Certified Public Accountant may be substituted for one year of professional experience.

**Greenhouse Gardener I**  
Salary: $18.17 per hour  
Department: Plant Biology  
1. a) Two years of work experience in greenhouse crop production or research greenhouses; and related gardens  

OR  

b) 30 semester hours of college credit for coursework in greenhouse management, floriculture, general horticulture, plant propagation, vegetable production, taxonomy of cultivated plants, plant physiology, and basis soils  

OR  

c) Any combination of education and experience as described above which totals two years*  

*College coursework must be evaluated on the basis of 1.25 semester hours of credit being equivalent to one month in computing combinations of education and experience as provided above.
Anatomy Curator

Salary: $2,675.00 per month

Department: School of Medicine Administration

1. High school graduation or equivalent.

2. Graduation from an accredited school of mortuary science.

*Note: Each Employer will make the final determination regarding accreditation of mortuary science programs.

Payroll Specialist II*

Salary: $2,069.00 per month

Department: Human Resources – Payroll

Note: This position has the following specialty factor: Demonstrated experience in ERP payroll software such as Oracle e-business suite, Peoplesoft, SAP etc.

1. Possession of credential requirements listed for the Payroll Specialist I (Level II)

2. One year of work experience performing duties comparable to those listed in the Payroll Specialist I

   OR

   One year of vocational training in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

   OR

   6 semester hours in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences)

   OR

   15 semester hours in any field

   OR

Any combination of the above totaling one year

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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, March 15, 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.

Farm Mechanic*

Salary: $26.24 per hour

Department: University Farms

Note: This position is 40% part-time permanent.

This position has the following specialty factor: *Demonstrated experience with farm systems. Demonstrated experience in farm equipment repair and maintenance.
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 22, 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.

**Information Technology Technical Associate-Foundation Support Services***

Department: Information Technology  
Salary: commensurate with experience