CIVIL SERVICE VACANCIES FOR THE WEEK OF January 8, 2018

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, January 11, 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.

**Study Abroad Advisor**

*Note: This position has the following specialty factors: Demonstrated experience performing study abroad advising in a university study abroad office, as well as study abroad participant experience in a foreign country.*

1. Bachelor’s degree in any course of study.

2. One (1) year (12 months) of experience such as;

   a) Study abroad experience (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor’s degree requirement.).

   b) Working in a higher education setting working with study abroad, international internship programs or other related programs.

**Child Development Associate**

*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:


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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, January 11, 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.*

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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-Security Analyst**

**Salary:** commensurate with experience

**Department:** Information Technology