CIVIL SERVICE VACANCIES FOR THE WEEK OF January 21, 2019

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 24, 2019.

Note: The University will be closed on Monday, January 21, 2019 in observance of Martin Luther King Jr. Day.

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.

There is a continuing need for applicants in the following classifications:

*** Child Care Assistant & Payroll Specialist II ***

Note: For the following 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.

**Licensed Practical Nurse II**

Salary: $2,090.00 per month

Department: Student Health Services

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 a valid license as a Licensed Practical Nurse issued by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation

2. Six months of nursing experience in a health care facility (such as a hospital, nursing home, medical clinic, prison, mental health facility, or closely related facilities)

**Medical Office Associate**

Salary: $1,801.00 per month

Department: Family & Community Medicine – Carbondale

1. High school diploma or equivalent

2. Any one or any combination of the following, totaling one (1) year (12 months), from the categories below:
   a) Work experience comparable to that performed at the Medical Office Assistant level or in other positions of comparable responsibility
   b) Work experience in a health care facility such as a doctor’s, dentist’s or hospital’s office; which involved record keeping: working with the public, direct patient contact, answering telephones and working with medical terminology
   c) Graduation from an accredited medical secretarial or paramedical program (such as nursing assistant, medical assistant or medical secretary)
Child Development Associate
Salary: $1,737.00 per month

Department: Head Start

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.

This position is a 9 month flex-year working from 8/16-5/15.

This position has the following specialty factor: Associate’s Degree in Early Childhood Education (ECE)

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:


Collection Assistant Manager
Salary: $2,363.00 per month

Department: Bursar Office

1. Any one or any combination of the following, totaling two (2) years (24 months), from the categories below:

   a) Collection, consumer credit, or business experience that required knowledge of collection methods and procedures

   b) College course work that included courses in finance, accounting, business administration, business management, or a closely related field

      • 30 semester hours equals one (1) year (12 months)
      • 60 semester hours or an Associate’s Degree equals two (2) years (24 months)
      • 90 semester hours equals three (3) years (36 months)
      • 120 semester hours or a Bachelor’s Degree or higher equals four (4) years (48 months)

2. Two (2) years (24 months) of collection experience the Collection Specialist level or in other positions of comparable responsibility
Office Support Specialist

Salary: $12.37 per hour

Department: Various campus departments

1. High school graduation or equivalent

2. Twelve (12) months of clerical/office support work experience comparable to that performed at the Office Support Associate level of this series or in other positions of comparable responsibility

3. Any one or combination totaling twenty-four (24) months from the following categories:
   a) Work experience performing clerical/office support work, including use of computer systems
   b) Vocational training that provided a knowledge of generally accepted clerical procedures
   c) College or university course work in Office Occupations, Business Administration, Business Education, or closely related fields
      36 semester hours = twenty-four (24) months
   d) College or university course work in any curriculum
      60 semester hours = twenty-four (24) months

Office Manager

Salary: $14.62 per hour

Department: Various campus departments

1. High school graduation or equivalent

2. Twenty-four (24) months of clerical/office support work experience comparable to that performed at the Office Support Specialist level of this series or in other positions of comparable responsibility

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Note: For the following positions, 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. Qualification details are available through the online system by going to https://jobs.siu.edu/civil-service-current-vacancies. Application materials must be submitted by noon, Thursday, January 24, 2019.

Senior Engineer (Electrical)

Salary: $4,693.00-$7,822.00 per month

Department: Physical Plant Service

Program Coordinator-Physician Assistant Program Administrative Associate*

Salary: commensurate with experience

Department: Family and Community Medicine-Physician Assistant Program

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.
Note: For the **next position**, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. If a current Civil Service Application is on file, please submit a cover letter. Indicate within the cover letter the position for which you are applying. The Civil Service Application for Employment can be found at [https://hr.siu.edu/prospective-new-employee/apply.php](https://hr.siu.edu/prospective-new-employee/apply.php). Official transcripts, certifications, licenses, and/or DD 214 forms are required. All application materials for this position should be mailed or delivered in person to Department of Human Resources, Mail Code 6520, Southern Illinois University Carbondale, 900 S. Normal Ave., Woody Hall 1st floor Room 152, Carbondale, IL 62901. Application materials must be received by noon, Thursday, January 24, 2019.

**Program Coordinator-Athletics Concessions and Nutrition Coordinator***

**Salary:** commensurate with experience

**Department:** Intercollegiate Athletics

**Note:** This position requires working irregular schedules, including evenings and weekends.

1. Bachelor’s degree

2. A total of **two (2) years (24 months)** of progressively responsible professional experience working with concessions and/or nutrition functions and/or concessions and nutrition in a university environment *

3. One year of management experience in the administration of athletics concessions and/or nutrition

4. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required

*Note: Master’s Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

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](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. Qualification details are available through the online system by going to [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies). Application materials must be submitted by noon, Thursday, January 31, 2019.

**Program Coordinator- Center for Rural Health and Social Service Development***

**Salary:** commensurate with experience

**Department:** Center for Rural Health and Social Service Development