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 22, 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.

**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.

**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
Police Telecommunicator

Salary: $18.35 per hour

Department: Department of Public Safety

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. In addition, shifts are established based on a bidding process that is determined by seniority.

1. No record of conviction of a felony or a crime involving moral turpitude

2. High School graduation or GED

NOTE: Employees must successfully complete a public safety telecommunications field training program prior to completion of their probationary period.

Employees must also become certified as a LEADS (Law Enforcement Agency Data System) computer terminal operator prior to completion of their probationary period.

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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 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

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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 29, 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-School of Law*

Department: Information Technology

Salary: Commensurate with experience