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 8, 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 7 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.

**Account Technician III**

Salary: $2,444.00 per month

Department: Center for English as a Second Language (CESL)

*Promotional preference given to current SIUC employees in this promotional line.

1. Possession of experience/training requirements listed for the III level of this series (Account Technician II)

2. Two years of work experience performing duties comparable to those of the Account Technician II

**Accountant III**

Salary: $3,521.00 per month

Department: Accounting Services

*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
Salaries: $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.

Dental Clinic Clerk I
Salary: $1,653.00 per month

Department: School of Allied Health

Note: This position has the following specialty factor: *Demonstrated experience with Dentrix Dental Practice Management Software.

1. High school graduation or equivalent.

2. One year (12 months) experience:

   a) Certified Dental Assistant in a dental clinic facility, program, or in dentistry practice if required by employing institution

   OR

   b) Credit for college/university course work and/or training in dental care, health care related areas, or closely related medical/dental areas

      • 15 semester hours = six (6) months
      • 30 semester hours = twelve (12) months

   OR

   c) Customer service/management in a medical/dental setting

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.
Department: SIU Department of Public Safety

Note: These are security-sensitive positions. Before any offer of employment is made, the University will conduct a pre-employment background investigation, which includes a criminal background check.

MINIMUM ACCEPTABLE QUALIFICATION REQUIRED FOR ENTRY INTO ALL LEVELS:

1. High school graduation or equivalent.
2. Possession of a valid driver’s license.
3. No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.
4. Eligibility for bonding, if required by the employing institution.
5. Successful completion of the Basic Law Enforcement Officers Training course as prescribed by the Illinois Law Enforcement Training & Standards Board, if required by the employing institution. All recruit law enforcement officers who successfully complete this course after September 1, 1984 are required to successfully pass the Law Enforcement Officers Certification Examination. (Applicants lacking such training at time of appointment will be required to complete such requirement during, and as a part of, their probationary period of employment in this class.)
6. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)

NOTE: Persons who have not successfully completed the mandated firearm training course, as approved and recognized by the Illinois Law Enforcement Training & Standards Board, must complete the course during their probationary period. Police officers are not authorized to carry a service weapon until successfully completing such training.

Police Officer  
Salary: $25.94 per hour

Police Corporal  
Salary: $30.49 per hour

*Promotional preference given to current SIUC employees in this promotional line.

1. One (1) year (12 months) of full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

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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 8, 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*
Department: University Farms  
Salary: $26.24 per hour

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.