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 1, 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 5 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.

### Public Information Coordinator

**Salary:** $3,062.00 per month

**Department:** University Communications & Marketing

1. Any combination totaling six (6) years (72 months) from the following categories:

   a) Progressively more responsible work experience performing duties comparable to those listed/performe[d] at the Public Information Specialist level of this series or in positions of comparable responsibility in public relations, newspaper reporting, writing and editing (journalism), radio/television broadcasting with emphasis on production, social media communication, or web/digital media.

Based on institutional requirements and accreditation for each position:

   b) College course work in journalism, communications, radio/television broadcasting, web/digital media, liberal arts, social media communication or a closely related field, as measured by the following conversion table or its proportional equivalent:

   - 60 semester hours/Associate’s degree equals two (2) years (24 months)
   - 90 semester hours equals three (3) years (36 months)
   - 120 semester hours/Bachelor’s degree equals four (4) years (48 months)
   - Master’s degree equals five (5) years (60 months)

### 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.*
**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.

**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

**Note:** See qualifications above.

**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.
Note: For the **following 2 positions**, 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](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 1, 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](https://jobs.siu.edu/civil-service-current-vacancies).

**Information Technology Technical Associate-Transportation Education Center***

**Department:** Information Technology  
**Salary:** commensurate with experience

**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.