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, August 9, 2018.

Note: Human Resources has relocated to Woody Hall.

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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There is a continuing need for applicants in the following classifications: ***Office Support Specialist, Office Manager, & Child Care Assistant***

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.

Child Development Associate

Salary: $1,719.00 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.

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:

**Special Events Facilitator**  
Salary: $2,675.00 per month

**Department:** SIU Alumni Association

1. High school graduation or equivalent

2. Any combination totaling **five years** from the following categories:
   
a) Progressively more responsible business experience performing duties which included responsibility for special events coordination

b) College course work with a concentration in business, marketing, advertising, public relations, human resource, communications or related areas as measured by the following conversion table or its proportional equivalent:
   
<table>
<thead>
<tr>
<th>Total Semester Hours</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>one year</td>
</tr>
<tr>
<td>90</td>
<td>two years</td>
</tr>
<tr>
<td>120</td>
<td>three years</td>
</tr>
</tbody>
</table>

**Space Administrator III**  
Salary: $3,062.00 per month

**Department:** Registrar’s Office

1. Bachelor’s degree and three years of experience in space utilization or in closely related work (such as management, engineering, accounting, linear programming, or statistics) that required similar problem solving, administrative, and supervisory abilities. (Experience in space utilization or in closely related work may be substituted, year for year, for university education.)

**Medical Office Associate**  
Salary: $1,783.00 per month

**Department:** Family & Community Medicine – Carbondale

1. High school diploma or equivalent/GED

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)
Medical Office Coordinator

Salary: $2,554.00 per month

Department: Family & Community Medicine – Carbondale

1. High school diploma or equivalent/GED

2. A) **Five (5) years (60 months)** of hospital clerical experience or ancillary service experience **three (3) years (36 months)** of which must have included the performance of responsible non-clinical services auxiliary to the operations of a patient unit

   OR

B) College education with course work in a business medical, or para-medical field may be substituted for up to **three (3) years (36 months)** of the required experience with a minimum experience requirement of **two (2) years (24 months)** of experience in the performance of responsible non-clinical service auxiliary to the operating of a patient unit

   • 30 semester hours equals 6 months
   • 60 semester hours equals 1 year (12 months)
   • 90 semester hours equals 2 years (24 months)
   • 120 semester hours or higher equals 3 years (36 months)

Senior Library Specialist

Salary: $16.31 per hour

Department: Library Affairs – Circulation Services – ILL

1. High school graduation or equivalent.

2. Any combination totaling 2 years (24 months) from the following categories:

   a) Work experience in a library or equivalent setting.

   b) College course work in any field as measured by the following conversion table

      • 30 semester hours equals six months
      • 60 semester hours or an Associate’s degree equals one year
      • 90 semester hours equals eighteen months
      • Bachelor Degree (120 semester hours) equals two years (24 months)
      • A Master’s or higher degree equals four years

      (Note: Only a maximum of 4 years credit for college course work is available.)

3. A total of 2 years (24 months) work experience in a library or equivalent setting performing progressively more responsible work consistent with the next lower level of this series.

*As required by the position to be filled, education, training, and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements for #3 above.*
Graphic Designer Assistant

Department: SIU Press

Salary: $2,148.00 per month

1. Any one or any combination that equals **thirty-six (36) months** from the categories below:

   a) Credit for progressively more advanced college or art-school course work that would lead to a major in graphic/visual arts communication and/or design

   • 60 semester hours equals 12 months
   • 90 semester hours equals 24 months
   • 120 semester hours or a Bachelor’s Degree equals 36 months

   b) Work experience and/or on-the-job training that provided knowledge of progressively more advanced, generally accepted principles, theories, practices, and methods used in graphic designs and their applications to visual communications problems that are/is comparable to the training provided in the programs such as graphic/visual arts communication and/or design

Graphic Designer

Department: University Communications & Marketing

Salary: $3,062.00 per month

1. Any one or any combination that equals **thirty-six (36) months** from the categories below:

   a) Credit for progressively more advanced college or art-school course work that would lead to a major in graphic/visual arts communication and/or design

   • 60 semester hours equals 12 months
   • 90 semester hours equals 24 months
   • 120 semester hours or a Bachelor’s Degree equals 36 months

   b) Work experience and/or on-the-job training that provided knowledge of progressively more advanced, generally accepted principles, theories, practices, and methods used in graphic designs and their applications to visual communications problems that are/is comparable to the training provided in the programs such as graphic/visual arts communication and/or design

A Master’s Degree in visual design, with emphasis in visual arts communication or a closely related field, meets the requirements of this Minimum Acceptable Qualification.

2. **Twenty-Four (24) months** of graphic design experience comparable to that performed at the Graphic Designer Associate level of this series