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, October 10, 2019.

*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.

The following continuous post classification(s) are now available through the online application system. Please view the website at jobs.siu.edu to apply:

**Accountant I and Office Support Specialist**

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

**Office Support Assistant, Office Support Associate, Office Support Specialist, Office Manager, & Office Administrator**

**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: $1,737.00 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.*

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: http://www.ilga.gov/commission/jcar/admincode/089/089004070D01400R.html
Note: For the following positions, interested applicants must submit a detailed Civil Service Application. Please review the required documentation needed for each position at https://jobs.siu.edu/civil-service-current-vacancies. 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, October 10, 2019.

**Program Director-Assistant Head Start Director**

*Salary: Commensurate with Experience*

**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.

**Medical Assistant (Credentialed/Certified)**

*Salary: $1,942.00 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.

**Environmental Health and Safety Technician I**

*Salary: $2,170.00 per month*

**Department:** Center for Environmental Health and 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.

**Program Coordinator-Institutional Research**

*Salary: Commensurate with Experience*

**Department:** Information Technology

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.

**Senior Engineer (Electrical)**

*Salary: Commensurate with Experience*

**Department:** Physical Plant Service

**Senior Library Specialist**

*Salary: $16.47 per hour*

**Department:** Library Affairs

**Marketing Associate- Design Specialist**

*Salary: Commensurate with Experience*

**Department:** SIU Extended Campus

**Steam and Power Plant III**

*Salary: $48.17 per hour*

**Department:** Physical Plant Service
Note: For the **next positions**, 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, Carbondale, IL 62901. **Application materials must be received by noon, Thursday, October 10, 2019.**

**Program Coordinator-Aviation Management & Flight**

**Salary: Commensurate with Experience**

**Department: Aviation Management & Flight**

1. Bachelor’s degree

2. A total of one (1) year (12 months) of experience in the specialization of aviation flight operations and/or specialization inherent to the position in aviation

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

**Program Coordinator-Digital Media**

**Salary: Commensurate with Experience**

**Department: University Housing**

1. Bachelor’s degree in Radio/TV, Marketing, Public Relations or related field

2. One (1) year job-related experience including video/photo production, project management

3. Excellent writing, editing, and verbal communication skills

4. Proficiency with Microsoft Office and Adobe creative suite

5. Demonstrated experience with pro cinema cameras and wireless photo setups

6. Demonstrated experience with photo/video editing

**Program Coordinator-Digital Media**

**Salary: Commensurate with Experience**

**Department: University Housing**

1. Bachelor’s degree in Radio/TV, Marketing, Public Relations or related field

2. One (1) year job-related experience including video/photo production, project management

3. Excellent writing, editing, and verbal communication skills

4. Proficiency with Microsoft Office and Adobe creative suite

5. Demonstrated experience with pro cinema cameras and wireless photo setups

6. Demonstrated experience with photo/video editing

**Program Coordinator-Digital Media**

**Salary: Commensurate with Experience**

**Department: University Housing**

1. Bachelor’s degree in Radio/TV, Marketing, Public Relations or related field

2. One (1) year job-related experience including video/photo production, project management

3. Excellent writing, editing, and verbal communication skills

4. Proficiency with Microsoft Office and Adobe creative suite

5. Demonstrated experience with pro cinema cameras and wireless photo setups

6. Demonstrated experience with photo/video editing

**Information Technology Technical Associate II- Systems Administrator III**

**Salary: Commensurate with Experience**

**Department: Information Technology**

**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.
**Information Technology Technical Associate-Team Lead-Telecom***

Salary: Commensurate with Experience

Department: Information Technology

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.

**Program Coordinator-Black Resource Center***

Salary: $2,818.00 - $3,452.00 per month

Department: Dean of Students

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, Carbondale, IL 62901. Application materials must be received by noon, Thursday, October 17, 2019.

**Program Assistant-Communications Specialist***

Salary: Commensurate with Experience

Department: Undergraduate Admissions

1. Bachelor’s degree

2. Experience and knowledge of related computing programs, such as use of Banner or another student information system, customer relationship management technology, statistical programs, or advanced data processing and management*

3. Experience with and use of social media as a communications tool*

4. Demonstrated positive work ethic*

5. Administrator/developer level skill and knowledge of communication management systems*

6. Computer proficiency in Windows environment*

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