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, November 21, 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.

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](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.

**Study Abroad Advisor**

Salary: $2,830.00 per month

Department: Center for International Education

*This position has the following specialty factors: Demonstrated experience performing study abroad advising in a university study abroad office, as well as study abroad participant experience in a foreign country.*

1. Bachelor’s degree in any course of study

2. One (1) year (12 months) of experience such as;

   a) Study abroad experience (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor’s degree requirement.)

   b) Working in a higher education setting working with study abroad, international internship programs or other related programs

**Food Service Administrator I**

Salary: $2,580.00 per month

Department: Student Center

1. High school graduation or equivalent

2. Two years of food service supervisory experience (University training in dietetics, hotel management, institutional management, or related fields may be substituted, year for year, for experience.)

   OR

If required by the position to be filled, the operating unit may require that the two years of experience have been in a specialized area (such as meat cutting or bakery operation), in which case university training in dietetics, hotel management, institutional management, or related fields may be substituted, year for year, up to a maximum of only one year of the required experience.
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, November 21, 2019.

**Program Coordinator-Project Coordinator-Research Compliance**

**Salary:** Commensurate with Experience

**Department:** Vice Chancellor for Research

1. Three (3) years of experience in administration or service delivery in higher education, government, health care, or industry

Preferred: Experience with human and/or animal research and privacy protection

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](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](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, November 21, 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.

**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.*

**Information Technology Technical Associate-Foundation Support Services**

**Salary:** Commensurate with experience

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

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. 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, November 27, 2019.

Business/Administrative Associate*

Salary: Commensurate with Experience

Department: University Risk Management

1. Bachelor's degree in business administration, management or a field related to position

2. Two (2) years of professional-level accounting, managerial and/or business experience, including one year at an administrative level.

3. Additional education, training, and/or work experience in an area of specialization inherent to the position may be required*

4. Two years of accounting experience*

5. Demonstrated experience in database application administration within a financial system which has components of claims management, payroll, or budgeting (such as RiskMaster. E-Business Suites, Banner, People Soft)*

6. SQL experience is preferred*