CIVIL SERVICE VACANCIES FOR THE WEEK OF March 2, 2020

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 5, 2020.

*ATTENTION*

As of January 1, 2020, all Civil Service vacancies will be posted on our online application system: [https://jobs.siu.edu/](https://jobs.siu.edu/)

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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/staff](https://jobs.siu.edu/staff). 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 5, 2020.

**Admissions and Records Officer**

Salary: $15.50 per hour

Department: Registrar’s Office

Note: Promotional preference will be given to current employees in this promotional line.

**Senior Engineer (Electrical)**

Salary: Commensurate with Experience

Department: Physical Plant Service

**Senior Engineer (Mechanical)**

Salary: Commensurate with Experience

Department: Physical Plant Service

**Child Development Associate**

Salary: $1,737.00 per month

Department: Rainbow’s End

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.

**Physician’s Assistant in Medicine**

Salary: $4,477.00 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.

**Medical Technologist III**

Salary: $3,557.00 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.
**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/staff](https://jobs.siu.edu/staff). 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 12, 2020.**

**Program Coordinator-OSPA**

Department: Office of Sponsored Projects Administration

Salary: Commensurate with Experience

**Program Coordinator-Business Intelligence Technical Services**

Department: SIU Foundation

Salary: Commensurate with Experience

**Program Coordinator-Prospect Management**

Department: SIU Foundation

Salary: Commensurate with Experience

**Deputy Director-Associate Director**

Department: Student Center

Salary: Commensurate with 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 is available through the online system, which can be found at: [https://jobs.siu.edu/applicant-login](https://jobs.siu.edu/applicant-login). Please create an applicant profile and detailed Civil Service Application through the online system. 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, March 19, 2020.**

1. Eleven (11) years of progressively responsible management work experience in a private or governmental organization:
   A) Eight (8) years in the area of designated specialization required by the position*
   AND
   B) Three (3) years supervising the work of a professional staff or process within the designated specialization*
   - Bachelor’s degree may be substituted for the above three (3) years non-specialized experience requirement
   - Master’s degree may be substituted for one (1) year specialized work experience