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, December 20, 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.

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

***Child Care Assistant & Payroll Specialist II***

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.

**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 (ECE)

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:

Medical Office Associate

Salary: $1,801.00 per month

Department: Student Health Services

Note: There are two positions available.

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)

Licensed Practical Nurse II

Salary: $2,090.00 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.

1. Possession of a valid license as a Licensed Practical Nurse issued by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

2. Six months of nursing experience in a health care facility (such as a hospital, nursing home, medical clinic, prison, mental health facility, or closely related facilities).

Human Resource Representative

Salary: $2,170.00 per month

Department: Human Resources – Records

1. High school graduation or equivalent

2. Any combination totaling two years from the following categories:
   a) Progressively more responsible work experience performing duties comparable to those listed for the previous lower level of the series
   b) College course work in human resource administration, business administration, or a closely related field, as measured by the following conversion table or its proportional equivalent:
      • 60 semester hours equals one year
      • 90 semester hours equals two years
Accountant II  
Salary: $19.49 per hour  
Department: Student Center

1. Any one or any combination of the following, totaling **three (3) years (36 months)**, from the categories below:

   Work experience and/or training in Accounting or a closely related field

   College course work and/or training in Accounting or a closely related field including 12 semester hours in accounting
   
   - Associate Degree (60 semester hours) equals 18 months
   - 90-semester hours equals two (2) years (24 months)
   - Bachelor’s Degree or higher (120 semester hours) equals three (3) years (36 months)

2. A total of **two (2) years (24 months)** of experience in professional level accounting work consistent with the next lower level of this series.

   - An advanced degree in accountancy or registration as a Certified Public Accountant may be substituted for one year of professional experience.

Office Manager  
Salary: $14.62 per hour  
Department: Various campus departments

1. High school graduation or equivalent

2. **Twenty-four (24) months** of clerical/office support work experience comparable to that performed at the Office Support Specialist level of this series or in other positions of comparable responsibility

Office Support Specialist  
Salary: $12.37 per hour  
Department: Various campus departments

1. High school graduation or equivalent

2. **Twelve (12) months** of clerical/office support work experience comparable to that performed at the Office Support Associate level of this series or in other positions of comparable responsibility

3. Any one or combination totaling **twenty-four (24) months** from the following categories:

   a) Work experience performing clerical/office support work, including use of computer systems

   b) Vocational training that provided a knowledge of generally accepted clerical procedures

   c) College or university course work in Office Occupations, Business Administration, Business Education, or closely related fields

      36 semester hours = twenty-four (24) months

   d) College or university course work in any curriculum

      60 semester hours = twenty-four (24) months
Note: For the **following positions**, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. **Indicate within the cover letter the position for which you are applying.** 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, December 20, 2018.**

Qualification details are available through the online system by going to [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies)

**Internal Auditor Associate**

Salary: $3,557.00 per month

Department: Office of the President-Internal Audit

**Information Technology Technical Associate-Web Developer***

Salary: commensurate with experience

Department: University Communications and Marketing

**Program Director-New Student Programs***

Salary: commensurate with experience

Department: New Student Programs

**Program Coordinator-Field Representative, Master’s of Public Administrative Program***

Salary: commensurate with experience

Department: Political Science

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Qualification details are available through the online system by going to [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies)

**Information Technology Technical Associate-Institutional Research Analyst***

Salary: commensurate with experience

Department: Information Technology