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, Wednesday, November 21, 2018.

Note: Human Resources has relocated to Woody Hall.

Note: The University will be closed on Thursday, November 22, 2018 and Friday, November 23, 2018 in observance of the Thanksgiving Holiday.

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:

*** Child Care Assistant, Office Manager & 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.

Automotive Foreman

Salary: $28.06 per hour

Department: Physical Plant Service

Note: An A or B commercial driver’s license as required and no restrictions on air brakes. This position is safety sensitive. Employees in these positions are subject to pre-employment drug testing and random drug and alcohol tests.

1. Three years of experience in moving or transport activities (such as driving, dispatching, commercial garage work, or a moving company)

2. Possession of a valid State of Illinois driver’s license at time of appointment, the class of the license depending on the type of the vehicle(s) to be operated

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).
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 

Grounds Foreman 
Salary: $26.34 per hour 

Department: Physical Plant Service 

Note: This position has the following specialty factor: Current State of Illinois Asbestos Professional License with supervisor endorsement. 

1. Four (4) years/48 months of experience in grounds maintenance work

Network Engineer I 
Salary: $3,093.00 per month 

Department: Information Technology
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. 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 29, 2018.

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

**Information Technology Manager/Administrative Coordinator-Project Coordinator***

Salary: commensurate with experience

Department: Information Technology

**Information Technology Manager/Administrative Coordinator-Project Coordinator ERP***

Salary: commensurate with experience

Department: Information Technology

**Information Technology Support Associate-Client Relations and Communications Specialist***

Salary: commensurate with experience

Department: Information Technology