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 25, 2018**.

**Note:** Human Resources has relocated to Woody Hall.

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.

**Customer Service Representative**

**Salary:** $2,148.00 per month

**Department:** Department of Public Safety

**Note:** This position is security-sensitive. Before any offer of employment is made, the University will conduct a background investigation which includes a criminal background check.

1. High school graduation or equivalent

2. Any combination totaling **three (3) years (36 months)** from the following categories:

   a) Responsible work experience in customer services, public relations, office administration, business and financial operations, healthcare administration or other closely related experience

   OR

   b) College coursework which included courses in business administration, communications, public relations or similar area of study as measured by the following conversion table or its proportional equivalent:

   - 30 semester hours equals 1 year (12 months)
   - 60 semester hours equals 2 years (24 months)
   - 90 semester hours equals 3 years (36 months)
   - 120 semester hours equals 4 years (48 months)
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