

CIVIL SERVICE VACANCIES FOR THE WEEK OF April 23, 2018

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, April 26, 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.

Note: For the **following position**, applications can be found at <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.

Community Worker*

Salary: \$1,847.00 per month

Department: Family & Community Medicine – Carbondale

***Note: This position has the following specialty factor: Valid/current Illinois driver's license.**

1. one year of experience (paid or unpaid) in work related to the job to be performed

Note: For the **following 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. The Civil Service Application for Employment can be found at: <http://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* to Department of Human Resources, Mail Code 6520, Southern Illinois University Carbondale, 1255 Douglas Drive, Miles Hall, Carbondale, IL 62901. **Application materials must be received by noon, Thursday, April 26, 2018.**

Business/Administrative Associate-University Events and Protocol

Salary: \$4,432.00 per month

Department: Office of the Chancellor

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

2. Two years of professional level accounting, managerial and/or business experience, one year of which was at an administrative level

*3. A minimum of 5 years of experience planning and managing events that include significant experience planning events that host 1,000 people or more.

*4. A minimum of 5 years managing multiple large project simultaneously.

*5. A minimum of two years of preparing written materials including marketing copy, business communications, reports, and presentation scripts.

***Note: As required by the position to be filled, additional education, training and/or work experience in an area of specialization inherent in the position may be necessary in meeting credential requirements.**

Note: For the **following position**, 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, May 3, 2018.**

Information Technology Technical Associate-School of Law*

Salary: commensurate with experience

Department: Information Technology