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, November 15, 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.

**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
**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).

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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, November 15, 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)

**Information Technology Manager/Administrative Coordinator-Northwest Annex Team Lead**

**Salary:** commensurate with experience

**Department:** Information Technology

**Information Technology Technical Associate-Windows Server Systems Admin**

**Salary:** commensurate with experience

**Department:** Information Technology