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, February 7, 2019.

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. 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:

**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)

**Medical Education Program Coordinator**

Salary: $3,093.00 per month

Department: Family & Community Medicine – Physician Assistant Program

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. High School Graduation or equivalent
2. Any one or any combination of the following, totaling four years (48 months), from the categories below:
   a) Progressively more responsible clerical or secretarial experience, including background in electronic word processing and database management systems
   b) College course work leading to a major in medical education, education, communications, public relations or similar area of study
      - 30 semester hours equals 12 months
      - 60 semester hours equals 24 months
      - 90 semester hours equals 36 months
      - 120 semester hours or a Bachelor Degree equals 48 months
3. Work experience totaling 12 months comparable to that gained at the Medical Education Program Specialist level or similar experience within a medical education

*Please Note: Completion of the Training Administrators of Graduate Medical Education Programs Certification (TAGME) from the National Board for Certification of Training Administrators qualifies applicants for each level of this series.*

**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 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](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. 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). **Application materials must be submitted by noon, Thursday, February 7, 2019.**

Internal Auditor Associate

Salary: commensurate with experience

Department: Internal Audit

*********************************************************************************

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. 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). **Application materials must be submitted by noon, Thursday, February 14, 2019.**

Senior Engineer (Electrical)

Salary: $4,693.00-$7,822.00 per month

Department: Physical Plant Service

*********************************************************************************

Information Technology Technical Associate-Web Developer*

Salary: Commensurate with experience

Department: University Communications and Marketing