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, March 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](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.

**Accountant II**

Salary $19.49 per hour

Department: School of Medicine-Administration

1. Any one or any combination of the following, totaling three (3) years (36 months), from the categories below:

   a) Work experience and/or training in Accounting or a closely related field

   b) College course work and/or training in Accounting or a closely related field including 12 semester hours in accounting

      • Associate’s Degree (60 semester hours) equals 18 months
      • 90-semester hours equals two (2) years (24 months)
      • Bachelor’s Degree or higher (120 semester hours) equals three (3) years (36 months)

2. A total of two (2) years (24 months) of experience in professional level accounting work consistent with the next lower level of this series.

*An advanced degree in accountancy or registration as a Certified Public Accountant may be substituted for one year of professional experience.*

**Medical Assistant (Credentialed/Certified)**

Salary: $1,942.00 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. High school graduation or equivalent.

2. Possession of a current/valid medical assistant certification by an approved certifying board as defined by the employing institution.
Customer Service Representative

Department: Financial Aid Office

Salary: $2,170.00 per month

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)

Deputy Director-School of Medicine Administration*

Department: School of Medicine-Administration

Salary: $4,917.00 per month

Note: *For this position, the area of specialization is work experience in financial and business management experience in a medical education setting is required.

1. Eleven (11) years of progressively responsible management work experience in a private or governmental organization:
   a) Eight (8) years in the area of designated specialization required by the position
   AND
   b) Three (3) years supervising the work of a professional staff or process within the designated specialization
      - Bachelor’s degree may be substituted for the above three (3) years non-specialized experience requirement
      - Master’s degree may be substituted for one (1) year specialized work experience

Financial Aid Adviser

Department: Financial Aid Office

Salary: $1,942.00 per month

1. High school graduation or equivalent

2. Any one or any combination that equals two (2) years (24 months) from the categories below:
   a) General office experience
   b) College coursework in any field
      - 30 semester hours equals one (1) year (12 months)
      - Associate’s Degree (60 semester hours) equals two (2) years (24 months)
      - 90 semester hours equals three (3) years (36 months)
      - Bachelor’s Degree (120 semester hours) equals four (4) years (48 months)
Financial Aid Adviser Coordinator  
Salary: $15.30 per hour  

Department:  Financial Aid Office  

1. High school graduation or equivalent  

2. Any one or any combination that equals three (3) years (36 months) from the categories below:  
   a) General office experience  
   b) College course work in any field  
      • 30 semester hours equals one (1) year (12 months)  
      • Associate’s Degree (60 semester hours) equals two (2) years (24 months)  
      • 90 semester hours equals three (3) years (36 months)  
      • Bachelor’s Degree (120 semester hours) equals four (4) years (48 months)  

3. One (1) year (12 months) of experience in working with student employment, student financial aid/loans, student admissions/recruitment, scholarship/grant programs or other closely related work experience  

Financial Aid Adviser Manager  
Salary: $2,830.00 per month  

Department:  Financial Aid Office  

1. High school graduation or equivalent  

2. Any one or any combination that equals three (3) years (36 months) from the categories below:  
   a) General office experience  
   b) College course work in any field  
      • 30 semester hours equals one (1) year (12 months)  
      • Associate’s Degree (60 semester hours) equals two (2) years (24 months)  
      • 90 semester hours equals three (3) years (36 months)  
      • Bachelor’s Degree (120 semester hours) equals four (4) years (48 months)  

3. Three (3) years (36 months) of experience in working with student employment, student financial aid/loans, student admissions/recruitment, scholarship/grant programs or other closely related work experience
Note: For the next 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. Indicate within the cover letter the position for which you are applying. The Civil Service Application for Employment can be found at: https://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 or delivered in person to Department of Human Resources, Mail Code 6520, Southern Illinois University Carbondale, 900 S. Normal Ave., Woody Hall, Carbondale, IL 62901. Application materials must be received by noon, Thursday, March 14, 2019.

Program Coordinator-Diversity and Inclusion *

Department:  College of Business

1. Bachelor’s Degree preferably in an area of diversity, multicultural relations, international relations, or an area closely related.

2. Minimum one year of experience in higher education advocating for minorities and underrepresented groups; or three years of experience in a professional setting advocating for minority and underrepresented groups.

3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.*

*Note: Master’s Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

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, March 14, 2019.

Program Director-Lincoln Scholars Program *

Department:  Center for Rural Health and Social Service Development

Information Technology Technical Associate-Desktop Support-VC for Administration and Finance*

Salary: commensurate with experience

Department:  Vice Chancellor for Administration and Finance