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, September 12, 2019**.

**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:

**Office Support Assistant, Office Support Associate, Office Support Specialist, Office Manager, & Office Administrator**

**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.

**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.*

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:

**Business Manager II**  
**Salary:** $3,725.00 per month  
**Department:** College of Applied Sciences and Arts  

1. a) Bachelor’s degree in business administration or a closely related field (such as accountancy)  
   OR  
   b) Bachelor’s degree in a field other than those listed in “A” and one year of responsible business experience  
   OR  
   c) Four years of responsible business experience  
   OR  
   d) A combination of such education and business experience totaling four years  

2. Five (5) years of responsible accounting and/or business experience, one year of which was at an administrative level

**Immigration Specialist**  
**Salary:** $3,093.00 per month  
**Department:** Center for English as a Second Language  

1. One (1) year (12 months) of responsible work experience in immigration counseling and visa application filing or in a higher education setting performing international student/scholar advising, international student recruitment or international student admissions  

2. Any one or any combination of the following, totaling three (3) years (36 months) from the categories below:  
   a) Progressively more responsible work experience in immigration counseling and visa application filing or in a higher education setting performing international student/scholar advising, international student recruitment, or international student admissions  
   b) College coursework leading to a major in business administration, education administration, one of the social or behavioral sciences, a foreign language or one related to foreign affairs/service  
      - 60 semester hours equal one (1) year (12 months)  
      - 90 semester hours equal two (2) years (24 months)  
      - 120 semester hours or a Bachelor's degree equals three (3) years (36 months)  

Note: A Master's degree in Education Administration, Counseling, International Relations, International Development, Cross Cultural Communication or Communications meets Credential #2.
Note: For the **following positions**, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. **Please review the required documentation needed for each position at** [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies). 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, September 12, 2019.**

**Accounting Associate-Assistant Director***

Salary: Commensurate with Experience

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.

**Staff Nurse II**

Salary: $2,830.00 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.

**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.

**Marketing Associate-Analyst***

Salary: Commensurate with Experience

Department: SIU Extended Campus

**Public Information Associate**

Salary: Commensurate with Experience

Department: University Communications & Marketing-SIUC
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](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, September 12, 2019.**

**Program Assistant-Wellness & Health Promotion Services**

**Salary:** Commensurate with Experience

**Department:** Student Health Services

1. Bachelor’s degree in Public Health or a related field

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

*Preference will be given with experience in public health.*

Note: For the **following position**, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. **Please review the required documentation needed for each position at [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies).** 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, September 19, 2019.**

**Program Assistant-Testing Coordinator**

**Salary:** Commensurate with Experience

**Department:** Disability Support Services