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, January 2, 2020.

Note: The University will be closed Monday, December 23, 2019 through Wednesday, January 1, 2020. The office will re-open on Thursday, January 2, 2020.

*ATTENTION*

As of January 1, 2020, all Civil Service vacancies will be posted on our online application system: [https://jobs.siu.edu/](https://jobs.siu.edu/)

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.

**Media Writer/Producer/Announcer II**

Salary: $2,580.00 per month

Department: Broadcasting Service

1. Any one or any combination totaling **three (3) years (36 months)** of the following types of preparation:

   a) Progressively more responsible work experience in the production and presentation of radio or television programs, social media, and/or print or online journalism

   b) Vocational training in radio and/or television production, journalism, social media, news or feature writing and/or announcing or closely related fields

   c) College course work in radio/television, journalism, social media, news or feature writing or closely related fields

      - 60 semester hours equals one (1) year (12 months)
      - 75 semester hours equals one (1) year and six (6) months (18 months)
      - 90-semester hours equals two (2) years (24 months)
      - 120 semester hours or a Bachelor’s degree equals three (3) years (36 months)

2. **One (1) year (12 months)** of work experience in the production and presentation of radio or television programs, social media, and/or print or online journalism in addition to the preparation required in #1 above.

3. **One (1) year (12 months)** of work experience comparable to that performed at the Media Writer/Producer/Announcer I level of this series or in other positions of comparable responsibility.
**Study Abroad Advisor***

*Department: Center for International Education*

*This position has the following specialty factors: Demonstrated experience performing study abroad advising in a university study abroad office, as well as study abroad participant experience in a foreign country.*

1. Bachelor’s degree in any course of study

2. **One (1) year (12 months)** of experience such as;
   a) Study abroad experience (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor’s degree requirement.)
   
b) Working in a higher education setting working with study abroad, international internship programs or other related programs

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**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 is available through the online system, which can be found at: [https://jobs.siu.edu/applicant-login](https://jobs.siu.edu/applicant-login). Please create an applicant profile and detailed Civil Service Application through the online system. 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, January 2, 2020.**

**Program Coordinator**

*Salary: Commensurate with Experience*

*Department: Center for Teaching Excellence*

1. Master’s degree

2. Thorough knowledge of D2L and other learning platforms maintained by CTE.

3. Fundamental knowledge of, and some experience with AIS as used in CTE business processes.

4. Knowledge of principles and methods for curriculum and training design.

5. Demonstrated evidence of written and oral communication skills.

6. Demonstrated time management, organizational, and interpersonal skills.
Note: For the following positions, interested applicants must submit a detailed Civil Service Application. Please review the required documentation needed for each position at https://jobs.siu.edu/civil-service. 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, January 2, 2020.

**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.

**Child Care Assistant**

Salary: $1,509.00 per month

Department: Various Departments

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.

**Program Director-Assistant Head Start 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.

**Program Director-Assistant Athletic Director-Ticket Operations & Development**

Salary: Commensurate with Experience

Department: Intercollegiate Athletics

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.

**Information Technology Technical Associate I-Application Developer I**

Salary: Commensurate with Experience

Department: Information Technology

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.
Information Technology Technical Associate II-Application Developer II

Salary: Commensurate with Experience

Department: Information Technology

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.

Information Technology Manager/Administrative Coordinator II-Project Coordinator II-AIS

Salary: Commensurate with Experience

Department: Information Technology

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.

Food Service Administrator III

Salary: $3,242.00 per month

Department: University Housing

Note: This position is a 10 month flex-year working from 8/1-5/31.

Program Assistant-Career Services Specialist

Salary: Commensurate with Experience

Department: Career Services