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 13, 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.

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.

**Child Development Associate**

**Salary:** $1,719.00 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.**

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:

Office Support Specialist

Salary: $12.25 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

1. 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

Police Officer

Salary: $25.94 per hour

Department: Department of Public Safety

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 valid driver’s license.

3. No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.

4. Eligibility for bonding, if required by the employing institution.

5. Successful completion of the Basic Law Enforcement Officers Training course as prescribed by the Illinois Law Enforcement Training & Standards Board, if required by the employing institution. All recruit law enforcement officers who successfully complete this course after September 1, 1984 are required to successfully pass the Law Enforcement Officers Certification Examination. (Applicants lacking such training at time of appointment will be required to complete such requirement during, and as a part of, their probationary period of employment in this class.)

6. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)

NOTE: Persons who have not successfully completed the mandated firearm training course, as approved and recognized by the Illinois Law Enforcement Training & Standards Board, must complete the course during their probationary period. Police officers are not authorized to carry a service weapon until successfully completing such training.
Space Administrator I

Department: Registrar’s Office

1. a) Two years of commercial, vocational, or community college education, with emphasis on space utilization or closely related subjects (such as accounting, linear programming, or statistics)

OR

b) High school graduation or equivalent and the completion of one year of university course work in accounting

OR

c) High school graduation or equivalent and one year of experience in space utilization, statistics, operations research, or linear programming

Accountant II

Department: Printing and Duplicating Service

Note: Promotional preference will be given to current employees in this promotional line.

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

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

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

   ● Associate 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.

Financial Aid Adviser Coordinator

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
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. 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 13, 2018.

**Information Technology Manager/Administrative Coordinator-Student Information System***

Salary: commensurate with experience

Department: Information Technology

Note: Ellucian Banner experience preferred but not required.

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. 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 20, 2018.

**Information Technology Technical Associate-Institutional Research Analyst***

Salary: commensurate with experience

Department: Information Technology

Note: * Preference will be given to candidates that have prior experience in data analysis and reporting using SAS, SPSS, SQL, PHP, Cognos, Argos, or a similar type tool.