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, October 18, 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. Applicants must submit all application materials in person, during counseling hours, and before the deadline for submission listed above.

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

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