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, May 16, 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.

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.

**Equipment Service Supervisor***

**Department: Recreational Sports and Services**

1. High school graduation or equivalent

2. Certificate(s) of training by manufacturer(s) of equipment to be repaired, if applicable

3. Two years of experience in the mechanical repair of *fitness equipment such as treadmills, elliptical, exercise bikes, stair steppers, strength machines, etc.*

*Note: The type of equipment to be serviced.*

**Salary:** $2,259.00 per month

**Bowling and Billiard Center Attendant**

**Department: Student Center**

1. High school graduation or equivalent

**Salary:** $2,015.00 per month

**Engineer (Mechanical)**

**Department: Physical Plant Service**

1. Bachelor’s degree from an approved college of engineering in Mechanical Engineering

*Applicants possessing a Master’s degree, in a closely related field, meet the requirements of #1 above.*
Office Support Assistant
Salary: $10.61 per hour

Department: Various Campus Departments

1. High school graduation or equivalent

2. Any one or any combination of the following, totaling six (6) months of experience in the categories below:
   a) Work experience performing office/clerical activities, including use of computer systems
   b) College or university course work in any curriculum
      - Twelve (12) semester hours = six (6) months

Office Support Associate
Salary: $10.88 per hour

Department: Various Campus Departments

1. High school graduation or equivalent

2. Any one or any combination of the following, totaling one (1) year and six (6) months of experience in the categories below:
   a) Work experience performing office/clerical activities, including use of computer systems
   b) College or university coursework in any curriculum
      - Twelve (12) semester hours = six (6) months
      - Twenty-four (24) semester hours = twelve (12) months
      - Thirty-six (36) semester hours = eighteen (18) months

Office Support Specialist
Salary: $12.37 per hour

Department: Various Campus Departments

1. High school graduation or equivalent

2. One (1) year (12 months) of work experience comparable to the second level of this series

3. Any one or any combination of the following, totaling two (2) years (24 months) of experience in the categories below:
   a) Work experience performing office/clerical activities, including use of computer systems
   b) College or university coursework in any curriculum
      - Twelve (12) semester hours = six (6) months
      - Twenty-four (24) semester hours = twelve (12) months
      - Thirty-six (36) semester hours = eighteen (18) months
      - Forty-eight (48) semester hours = twenty-four (24) months
Office Manager  
Salary: $14.62 per hour  
Department: Various Campus Departments  
1. High school graduation or equivalent  
2. Two (2) years (24 months) of work experience comparable to the third level of this series

Office Administrator  
Salary: $15.28 per hour  
Department: Various Campus Departments  
1. High school graduation or equivalent  
2. Any one or any combination totaling 1.0 unit of the following:  
   • Four (4) years (48 months) of work experience comparable to the third level of this series = 1.0 unit  
   • Two (2) years (24 months) of work experience comparable to the fourth level of this series = 1.0 unit

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, May 16, 2019.

Assistant Director of Alumni Relations  
Salary: commensurate with experience  
Department: SIU Alumni Association  
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 Coordinator-Wellness & Health Promotion  
Salary: commensurate with experience  
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.
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](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, May 23, 2019.**

Qualification details are available through the online system by going to [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies)

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