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 24, 2018.

Note: Human Resources will be relocating to Woody Hall within the next few weeks. Please check our website for further updates on actual dates and directions.

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.

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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.

**Fitness and Aquatics Aide**

Salary: $2,444.00 per month

Department: Recreational Sports and Services

Note: This position is 8% part-time permanent and has the following specialty factors:

*Experience instructing group fitness in a collegiate recreation setting.

1. High school graduation or GED

2. One (1) year (12 months) of work experience teaching fitness and/or aquatics and recreation

Note: Both MAQs #1 and #2 can be satisfied by the following:

Current certification as a Fitness Instructor from the American College of Sports Medicine, American Council on Exercise, or Aerobics and Fitness Association of America

OR

Current American Red Cross or Ellis and Associates Lifeguard Training and certification
Natural Science Technical Assistant

Department: Microbiology

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

1. High school graduation or equivalent

2. a) Six years of experience in laboratory techniques, three years of which must have been gained in the department to be served

    OR

   b) Bachelor's degree with a major in the biological sciences or chemistry and two years of experience in a scientific laboratory

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Note: For the following 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. The Civil Service Application for Employment can be found at: http://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 to Department of Human Resources, Mail Code 6520, Southern Illinois University Carbondale, 1255 Douglas Drive, Miles Hall, Carbondale, IL 62901. Application materials must be received by noon, Thursday, May 24, 2018.

Accounting Associate

Department: Student Center

1. a) Bachelor’s degree with a major in Accountancy or a related field AND two (2) years of professional level accounting experience.

    OR

   b) Possession of a current registration as a Certified Public Accountant, Certified Management Accountant, or a valid License to practice Public Accounting.

    OR

   c) Master’s degree in Accountancy or a related field.

2. Additional education, training, and/or work experience in an area of specialization inherent to the position may be required.
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 31, 2018.**

**Program Coordinator-Leadership Development***

Department: Student Center

**Note:** This position has the following specialty factors: Demonstrated experience in the implementation and evaluation of student leadership programming and initiatives. Demonstrated work experience in student affairs setting geared towards leadership development.

**Program Director-Conference and Scheduling Services***

Department: Student Center

**Note:** This position has the following specialty factors: Work experience must be in a university student activities area. Demonstrated experience in electronic scheduling and diagramming software and conference software.