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, June 21, 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.

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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.

**Natural Science Lab Assistant III**

Salary: $14.49 per hour

Department: Microbiology

1. High school graduation or equivalent

2. Three years of experience in natural science (such as biology, veterinary medicine, chemistry, physiology, or microbiology laboratory techniques). University education with major in natural science may be substituted, year for year, up to a maximum of three years.

**Multimedia Communications Specialist**

Salary: $2,554.00 per month

Department: School of Music

1. Any one or any combination of the following, totaling two (2) years (24 months), from the categories below:

   a) Experience in audio-visual materials preparation, instructional communications, industrial communications, installation, use, or modification of recording equipment or closely related fields

   b) Credit for progressively more advanced college course work comparable to that leading to a major in communications or closely related fields (such as photography, journalism, advertising, public relations, broadcasting, graphic design, music or instructional technology or video production)

   - 30 semester hours equals 6 months
   - 60 semester hours equals 12 months
   - 90 semester hours equals 24 months
Graphic Designer Associate

Department: Student Health Services

Salary: $2,675.00 per month

1. Any one or any combination that equals **thirty-six (36) months** from the categories below:
   a) Credit for progressively more advanced college or art-school course work that would lead to a major in graphic/visual arts communication and/or design
      - 60 semester hours equals 12 months
      - 90 semester hours equals 24 months
      - 120 semester hours or a Bachelor’s Degree equals 36 months
   
   b) Work experience and/or on-the-job training that provided a knowledge of progressively more advanced, generally accepted principles, theories, practices, and methods used in graphic designs and their applications to visual communications problems that are/is comparable to the training provided in the programs such as graphic/visual arts communication and/or design

   AND

2. **Twelve (12) months** of progressively more responsible work experience and/or training comparable to that performed at the Graphic Designer Assistant level of this series

* A Master’s Degree in visual design, with emphasis in visual arts communication or a closely related field, meets all minimum acceptable qualifications for the Level II of this series.

Business Manager II

Department: College of Applied Sciences & Arts (CASA)

Salary: $3,688.00 per month

1. a) Bachelor’s degree in business administration or a closely related field (such as accountancy)

   OR

   b) Bachelor’s degree in a field other than those listed in “A” and one year of responsible business experience

   OR

   Four years of responsible business experience

   OR

   A combination of such education and business experience totaling four years

2. Five years of responsible accounting and/or business experience, one year of which was at an administrative level
Craft Shop Coordinator

Department: Student Center

1. a) Bachelor’s degree with a major in art, design, industrial education, or a closely related field

   OR

   b) Three years of progressively more responsible experience in art, craft, and wood shop operations, including at least one year in the instruction of these operations

   OR

   c) Any combination of (a) and (b) above that totals three years

2. Two years of experience assisting in the promotion, design, development, instructing, and management of art, craft, and wood shop programs in addition to the training/experience listed in #1