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, August 1, 2019.

**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:

**Office Support Assistant, Office Support Associate, Office Support Specialist, Office Manager, & Office Administrator**

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 Laboratory Assistant III

Salary: $14.64 per hour

Department: Microbiology

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

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

Senior Library Specialist

Salary: $16.47 per hour

Department: Library Affairs

1. High school graduation or equivalent

2. Any combination totaling **2 years (24 months)** from the following categories:

   a) Work experience in a library or equivalent setting

   b) College course work in any field as measured by the following conversion table

   - 30 semester hours equals six months
   - 60 semester hours or an Associate’s degree equals one year
   - 90 semester hours equals eighteen months
   - Bachelor Degree (120 semester hours) equals two years (24 months)
   - Master’s or higher degree equals four years

   (Note: Only a maximum of 4 years credit for college course work is available)

3. A total of **2 years (24 months)** work experience in a library or equivalent setting performing progressively more responsible work consistent with the next lower level of this series.

*As required by the position to be filled, education, training, and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements for #3 above.
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, August 1, 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)

**Program Coordinator - Black Resource Center**

**Salaries:** Commensurate with Experience

**Department:** Dean of Students

**Accounting Associate - Assistant Director**

**Salaries:** Commensurate with Experience

**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.

**Program Coordinator - Family Community Partnerships**

**Salaries:** Commensurate with Experience

**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.

**Information Technology Manager/ Administrative Coordinator - Specialized Technical Team Lead**

**Salaries:** Commensurate with Experience

**Department:** Information Technology-SIUC

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.
Information Technology Support Associate - Desktop Support Associate II - College of Ed*

Salary: Commensurate with Experience

Department: Information Technology-SIUC

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-PTAC*

Salary: Commensurate with Experience

Department: Office of Economic and Regional Development