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 9, 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.

New exams are now available for 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](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.

### Financial Aid Adviser Manager

**Salary:** $2,830.00 per month

**Department:** Financial Aid Office

1. High school graduation or equivalent

2. Any one or any combination that equals **three (3) years (36 months)** from the categories below:
   
   a) General office experience

   b) College course work in any field

   - 30 semester hours equals one (1) year (12 months)
   - Associate’s Degree (60 semester hours) equals two (2) years (24 months)
   - 90 semester hours equals three (3) years (36 months)
   - Bachelor’s Degree (120 semester hours) equals four (4) years (48 months)

3. **Three (3) years (36 months)** of experience in working with student employment, student financial aid/loans, student admissions/recruitment, scholarship/grant programs or other closely related work experience

### Equipment Service Supervisor*

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

**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.
Admissions & Records Officer

Salary: $15.50 per hour

Department: Registrar’s Office

Note: There are three openings available.
Promotional preference will be given to current employees in this promotional line.

1. High school graduation or equivalent
2. Any combination totaling five (5) years from the following categories:
   a) Work experience involving collegiate admissions, records analysis or records management
   b) College coursework in any discipline, as measured by the following conversion table or its proportional equivalent:
      • 60 semester hours equals one year
      • 90 semester hours equals two years
      • 120 semester hours or a Bachelor’s degree equals three years

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Note: For the next 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. Indicate within the cover letter the position for which you are applying. The Civil Service Application for Employment can be found at: https://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 or delivered in person to Department of Human Resources, Mail Code 6520, Southern Illinois University Carbondale, 900 S. Normal Ave., Woody Hall, Carbondale, IL 62901. Application materials must be received by noon, Thursday, May 9, 2019.

Program Director-Records Management

Salary: commensurate with experience

Department: Records Management

1. Bachelor’s degree in accounting, economics, public administration or business
2. Five years of experience in university records management
3. Computer skills and experience with Microsoft Word, Excel, Outlook as well as, Adobe Acrobat, Adobe Photoshop, and Adobe LiveCycle Designer
4. Experience with Docuware database systems and administration
5. Knowledge of state and federal laws, rules and regulations pertaining to and affecting the maintenance and retention of records, including public records
6. Knowledge of the operations of the University, its offices/programs, information and records systems

Note: Master’s degree in an Accounting or a Certified Records Manager certificate may be substituted for one (1 year) of work experience
Note: For the following position, 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 9, 2019.**

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

**Program Coordinator (Assistant Director)**

**Department:** Paul Simon Public Policy Institute

**Salary:** commensurate with experience

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.**

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

**Assistant Director of Alumni Relations**

**Department:** SIU Alumni Association

**Salary:** commensurate with experience

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**

**Department:** Student Health Services

**Salary:** commensurate with experience

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.