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, November 29, 2018**.

**Note:** Human Resources has relocated to Woody Hall.

**Note:** The University will be closed on Thursday, November 22, 2018 and Friday, November 23, 2018 in observance of the Thanksgiving Holiday.

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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There is a continuing need for applicants in the following classifications:

*** **Child Care Assistant, Office Manager & Payroll Specialist II** ***

**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.

**Broadcasting Engineer**

**Salary:** $18.36 per hour

**Department:** Broadcasting Service

**Note:** This position will be assigned and required to work daily in the Springfield, Quincy, and Macomb Illinois areas.

1. High school graduation or equivalent

2. A) Credit for 60 semester hours of college course work, with a minimum of 30 semester hours in electrical engineering or electronics

   OR

   B) Associate degree in electronics or radio/television engineering

   OR

   C) Successful completion of a trade or vocational school program in electronics or radio/television engineering lasting two academic years

   OR

   D) 18 months of experience in radio and television engineering or television engineering

   OR

   E) Any combination of A – D that totals 18 months

**NOTE:** Certification as a Broadcast Technologist (or higher category of certification) by the Society of Broadcast Engineers can be used to satisfy all the credential requirements of this class, if accepted by the employing institution.
Licensed Practical Nurse II

Salary: $2,090.00 per month

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.

1. Possession of a valid license as a Licensed Practical Nurse issued by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

2. Six months of nursing experience in a health care facility (such as a hospital, nursing home, medical clinic, prison, mental health facility, or closely related facilities).

Child Development Associate

Salary: $1,737.00 per month

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.

This position is a 9 month flex-year working from 8/16-5/15.

This position has the following specialty factor: Associate’s Degree in Early Childhood Education (ECE)

1. Possession of credentials required by Illinois Department of Children and Family Services for employment as a Child Care Worker in a licensed child care facility.

   The qualifications are:

   1) 19 years of age.

   2) High school diploma or equivalency certificate (GED).

   3) In addition to meeting the requirements of Section 407.100, the early childhood teacher shall have achieved:

      a) Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six; or

      b) One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and 30 semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six.

The Illinois Department of Children and Family Services required credentials can be reviewed at:

Office Support Specialist

Salary: $12.37 per hour

Department: Various campus departments

1. High school graduation or equivalent

2. Twelve (12) months of clerical/office support work experience comparable to that performed at the Office Support Associate level of this series or in other positions of comparable responsibility

3. Any one or combination totaling twenty-four (24) months from the following categories:
   - a) Work experience performing clerical/office support work, including use of computer systems
   - b) Vocational training that provided a knowledge of generally accepted clerical procedures
   - c) College or university course work in Office Occupations, Business Administration, Business Education, or closely related fields
     36 semester hours = twenty-four (24) months
   - d) College or university course work in any curriculum
     60 semester hours = twenty-four (24) months

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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 1st floor Room 152, Carbondale, IL 62901. Application materials must be received by noon, Thursday, December 6, 2018.

Program Coordinator-Student Professional Development*

Department: College of Business

*1. Master’s Degree in Business, Student Affairs, College Student Personnel, Work Force Education, Communications or other closely related degree.

*2. Three years of community college and/or university (preferably AACSB accredited) experience in career services or student affairs; or five years’ experience in a business setting responsible for recruiting and/or hiring employees.

*3. Based on position requirements, additional education, training and/or work experience in the 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, November 29, 2018.**

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)

**Information Technology Manager/Administrative Coordinator-Project Coordinator***

**Salary:** commensurate with experience

**Department:** Information Technology

**Information Technology Manager/Administrative Coordinator-Project Coordinator ERP***

**Salary:** commensurate with experience

**Department:** Information Technology

**Information Technology Support Associate-Client Relations and Communications Specialist***

**Salary:** commensurate with experience

**Department:** Information Technology