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, February 6, 2020.

**ATTENTION**

As of January 1, 2020, all Civil Service vacancies will be posted on our online application system: [https://jobs.siu.edu/](https://jobs.siu.edu/)

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, interested applicants must submit a detailed Civil Service Application. Please review the required documentation needed for each position at [https://jobs.siu.edu/civil-service](https://jobs.siu.edu/civil-service). 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, February 6, 2020.

**Senior Engineer (Electrical)**

Salary: Commensurate with Experience

Department: Physical Plant Service

**Account Technician III**

Salary: $2,469.00 per month

Department: Department of Public Safety

Note: Promotional preference will be given to current SIUC employees in this promotional line.

**Program Coordinator-Leadership and Engagement**

Salary: Commensurate with Experience

Department: Student Center

**Program Coordinator-Student Engagement**

Salary: Commensurate with Experience

Department: Student Center

**Business/Administrative Associate**

Salary: Commensurate with Experience

Department: Associate Provost for Academic Programs
Information Technology Manager/Administrative Coordinator-Project Coordinator II-SIS

Salary: Commensurate with Experience

Department: Information Technology

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.

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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 is available through the online system, which can be found at: https://jobs.siu.edu/applicant-login. Please create an applicant profile and detailed Civil Service Application through the online system. 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, February 13, 2020.

Study Abroad Advisor*

Salary: $2,830.00 per month

Department: Center for International Education

*This position has the following specialty factors: Demonstrated experience performing study abroad advising in a university study abroad office, as well as study abroad participant experience in a foreign country.

1. Bachelor’s degree in any course of study

2. One (1) year (12 months) of experience such as;

   a) Study abroad experience (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor’s degree requirement.)

   b) Working in a higher education setting working with study abroad, international internship programs or other related programs