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, October 11, 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.**

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**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:

- **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.

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**Farm Mechanic**

**Department:** University Farms

**Salary:** $26.24 per hour

**Note:** This position is **50% part-time permanent.**

This position has the following specialty factors: *Demonstrated experience with farm machinery mechanical experience.*

1. High school graduation or equivalent

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**Office Support Specialist**

**Department:** Various campus departments

**Salary:** $12.25 per hour

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