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, June 28, 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.

*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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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.

Administrative Assistant

Salary: $3,357.00 per month

Department: Broadcasting Service

1. High school graduation or equivalent

2. Any one or any combination totaling five (5) years (60 months) from the following categories:

   a) College course work in business, finance, accounting or a related field:

      • 60 semester hours or an Associate’s degree equals one (1) year (12 months)

      • 90 semester hours equals two (2) years (24 months)

      • 120 semester hours or a Bachelor’s degree equals three (3) years (36 months)

      • Master’s degree or higher equals four (4) years (48 months)

   b) Progressively more responsible professional, managerial and supervisory experience that included experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles

*As required by the position to be filled, education, training and/or work experience in an area of specialization inherent to the position may be required to meet credential requirement #2.
Paralegal Assistant

Salary: $2,444.00 per month

Department: University Communications & Marketing

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. a) Bachelor's degree

   OR

   b) Three years of progressively more responsible experience providing assistance to attorneys or others in the field(s) of civil and/or criminal law (such as clerical and/or technical assistance in civil and/or criminal law)

   OR

   c) Any combination of education and experience as defined in 1A and 1B that totals three years. (Credit for college training must be evaluated on the basis of one month of experience being equivalent to 3 1/3 semester hours of general university courses.)

2. a) One year of paraprofessional experience in the field(s) of civil and/or criminal law (such as experience researching and drafting legal briefs and memoranda, abstracting depositions, preparing motions, interrogatories, or post-judgment documentation, etc.)

   OR

   b) 30 semester hours of credit for college course work in paralegal studies, law, or law-related fields

   OR

   c) Any combination of education and experience as defined in 2A and 2B that totals one year. (Credit for college training must be evaluated on the basis of one month of paraprofessional experience being equivalent to 2.5 semester hours in the above-mentioned fields.)

NOTE: Graduation from a legal assistant program approved by the American Bar Association or certification as a Legal Assistant by the National Association of Legal Assistants satisfies all the credential requirements of this class.