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 14, 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.

Note: For the following position, 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.

**Painter Foreman**

Salary: $30.76 per hour

Department: Physical Plant Service

1. High school graduation or equivalent;

2. Successful completion of a recognized painter apprenticeship program or four (4) years of full-time journey-level painter experience;

3. Five (5) additional years of full-time journey-level painter experience;

4. As required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.

**Electrician Foreman**

Salary: $45.25 per hour

Department: Physical Plant Service

1. High school graduation or equivalent.

2. Experience sufficient to qualify as a journeyman electrician, with a minimum of nine years of actual work at the trade, including apprenticeship or vocational training. The trade for this purpose shall include work normally performed by Electricians i.e. installing, maintaining, and/or repairing electrical systems, generators, transformers, motors and other electrical/electronic controls, electrical switchboard and other apparatus utilizing electricity, electrical, electronic and direct digital control systems, fire and alarm systems, and associated electrical, electronic and fiber optic equipment.
**Craft Shop Coordinator**  
*Salary: $2,933.00 per month*

**Department: Student Center**

1. a) Bachelor’s degree with a major in art, design, industrial education, or a closely related field

   OR

   b) Three years of progressively more responsible experience in art, craft, and wood shop operations, including at least one year in the instruction of these operations

   OR

   c) Any combination of (a) and (b) above that totals three years

2. Two years of experience assisting in the promotion, design, development, instructing, and management of art, craft, and wood shop programs in addition to the training/experience listed in #1

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**Customer Service Representative**  
*Salary: $2,148.00 per month*

**Department: Department of Public Safety**

*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. High school graduation or equivalent

2. Any combination totaling three (3) years (36 months) from the following categories:

   a) Responsible work experience in customer services, public relations, office administration, business and financial operations, healthcare administration or other closely related experience

   OR

   b) College coursework which included courses in business administration, communications, public relations or similar area of study as measured by the following conversion table or its proportional equivalent:

   - 30 semester hours equals 1 year (12 months)
   - 60 semester hours equals 2 years (24 months)
   - 90 semester hours equals 3 years (36 months)
   - 120 semester hours equals 4 years (48 months)
Accountant II

Salary: $19.30 per hour

Department: Broadcasting Service

1. Any one or any combination of the following, totaling three (3) years (36 months), from the categories below:

   Work experience and/or training in Accounting or a closely related field

   College course work and/or training in Accounting or a closely related field including 12 semester hours in accounting:

   - Associate Degree (60 semester hours) equals 18 months
   - 90-semester hours equals two (2) years (24 months)
   - Bachelor’s Degree or higher (120 semester hours) equals three (3) years (36 months)

2. A total of two (2) years (24 months) of experience in professional level accounting work consistent with the next lower level of this series.

   - An advanced degree in accountancy or registration as a Certified Public Accountant may be substituted for one year of professional experience.

Accountant II

Salary: $19.30 per hour

Department: ASA Aviation Management and Flight

1. Any one or any combination of the following, totaling three (3) years (36 months), from the categories below:

   Work experience and/or training in Accounting or a closely related field

   College course work and/or training in Accounting or a closely related field including 12 semester hours in accounting:

   - Associate Degree (60 semester hours) equals 18 months
   - 90-semester hours equals two (2) years (24 months)
   - Bachelor’s Degree or higher (120 semester hours) equals three (3) years (36 months)

2. A total of two (2) years (24 months) of experience in professional level accounting work consistent with the next lower level of this series.

   - An advanced degree in accountancy or registration as a Certified Public Accountant may be substituted for one year of professional experience.