

CIVIL SERVICE VACANCIES FOR THE WEEK OF May 20, 2019

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, May 23, 2019.**

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 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.

Food Service Chef

Salary: \$2,963.00 per month

Department: University Housing – Culinary & Nutrition Services

1. Any combination totaling **two (2) years (24 months)** from the following categories:
 - a) College course work in the culinary arts field
 - b) Vocational training in the culinary arts field (such as an apprenticeship that provided preparation similar to that identified in a.)
 - 60 semester hours/Associate's degree/apprenticeship equals two (2) years (24 months)
 - 90 semester hours equals three (3) years (36 months)
 - 120 semester hours/Bachelor's degree equals four (4) years (48 months)
 - c) Skilled work experience (such as an Assistant Chef or Culinary Worker IV) in large-scale cooking in a variety of food areas (meats, baking, desserts, salads, sauces, etc.) and in a variety of international cuisines (European, American, Asian, etc.) that provided a knowledge of food science, food service management, food sanitation, and the culinary arts and their practice equivalent to that provided in the programs identified in a or b.
2. **Five (5) years (60 months)** of progressively broader and more responsible work experience in food production in addition to the training/experience listed in #1. The experience must have included work in a variety of cuisines, quality standards, cost controls, recipe development, catering, and food styling with a minimum of **one (1) year (12 months)** of supervisory experience. ***Two (2) years (24 months)*** of this experience must have been as a chef in a commercial or institutional operation.
3. If required by the institution AND the position, proof within the six-month probationary period of an American National Standards Institute (ANSI) accredited Certified Food Protection Manager (CFPM) or per PA 100-0194 and/or PA 100-0954, a valid Illinois Food Service Sanitation Manager Certification (FSSMC).

Equipment Service Supervisor*

Salary: \$2,259.00 per month

Department: Recreational Sports and Services

1. High school graduation or equivalent
2. Certificate(s) of training by manufacturer(s) of equipment to be repaired, if applicable
3. Two years of experience in the mechanical repair of *fitness equipment such as treadmills, elliptical, exercise bikes, stair steppers, strength machines, etc.

***Note: The type of equipment to be serviced.**

Storekeeper II

Salary: \$16.31 per hour

Department: University Housing – Culinary & Nutrition Services

1. High school graduation or equivalent
2. **One (1) year (12 months)** of work experience comparable to that performed at the Storekeeper I level of this series or in other positions of comparable responsibility

Office Support Assistant

Salary: \$10.61 per hour

Department: Various Campus Departments

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling six (6) months of experience in the categories below:
 - a) Work experience performing office/clerical activities, including use of computer systems
 - b) College or university course work in any curriculum
 - Twelve (12) semester hours = six (6) months

Office Support Associate

Salary: \$10.88 per hour

Department: Various Campus Departments

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling one (1) year and six (6) months of experience in the categories below:
 - a) Work experience performing office/clerical activities, including use of computer systems
 - b) College or university coursework in any curriculum
 - Twelve (12) semester hours = six (6) months
 - Twenty-four (24) semester hours = twelve (12) months
 - Thirty-six (36) semester hours = eighteen (18) months

Office Support Specialist

Salary: \$12.37 per hour

Department: Various Campus Departments

1. High school graduation or equivalent
2. One (1) year (12 months) of work experience comparable to the second level of this series
3. Any one or any combination of the following, totaling two (2) years (24 months) of experience in the categories below:
 - a) Work experience performing office/clerical activities, including use of computer systems
 - b) College or university coursework in any curriculum
 - Twelve (12) semester hours = six (6) months
 - Twenty-four (24) semester hours = twelve (12) months
 - Thirty-six (36) semester hours = eighteen (18) months
 - Forty-eight (48) semester hours = twenty-four (24) months

Office Manager

Salary: \$14.62 per hour

Department: Various Campus Departments

1. High school graduation or equivalent
2. Two (2) years (24 months) of work experience comparable to the third level of this series

Office Administrator

Salary: \$15.28 per hour

Department: Various Campus Departments

1. High school graduation or equivalent
2. Any one or any combination totaling 1.0 unit of the following:
 - Four (4) years (48 months) of work experience comparable to the third level of this series = 1.0 unit
 - Two (2) years (24 months) of work experience comparable to the fourth level of this series = 1.0 unit

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>. 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, May 23, 2019.**

Qualification details are available through the online system by going to <https://jobs.siu.edu/civil-service-current-vacancies>

[Program Director-Student Success*](#)

Salary: commensurate with experience

Department: University Housing

[Program Coordinator-Financial Literacy*](#)

Salary: commensurate with experience

Department: Financial Aid Office

[Program Coordinator-Academic Scholarships*](#)

Salary: commensurate with experience

Department: Financial Aid Office

[Program Director-Assistant Director-Student Involvement*](#)

Salary: commensurate with experience

Department: Student Center

Note: For the **following position**, 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>. 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, May 30, 2019.**

Qualification details are available through the online system by going to <https://jobs.siu.edu/civil-service-current-vacancies>

[Business/Administrative Associate-Human Resources Benefits](#)

Salary: commensurate with experience

Department: Human Resources