CIVIL SERVICE VACANCIES FOR THE WEEK OF April 29, 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 2, 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.

There is a continuing need for applicants in the following classifications:

*** Child Care Assistant & Payroll Specialist II ***

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.

Accountant II

Salary: $19.49 per hour

Department: Financial Aid Office

1. Any one or any combination of the following, totaling three (3) years (36 months), from the categories below:
   a) Work experience and/or training in Accounting or a closely related field
   b) College course work and/or training in Accounting or a closely related field including 12 semester hours in accounting
      - Associate’s 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.

Electrician Lamper

Salary: $28.07 per hour

Department: Physical Plant Service

1. High school graduation or equivalent

2. Valid driver’s license, if an essential function of the position
Financial Aid Adviser Manager  
Salary: $2,830.00 per month

Department: Financial Aid Office

1. High school graduation or equivalent

2. Any one or any combination that equals **three (3) years (36 months)** from the categories below:
   a) General office experience
   b) College course work in any field
      • 30 semester hours equals one (1) year (12 months)
      • Associate’s Degree (60 semester hours) equals two (2) years (24 months)
      • 90 semester hours equals three (3) years (36 months)
      • Bachelor’s Degree (120 semester hours) equals four (4) years (48 months)

3. **Three (3) years (36 months)** of experience in working with student employment, student financial aid/loans, student admissions/recruitment, scholarship/grant programs or other closely related work experience

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.

Administrative Aide
Salary: $2,702.00 per month

Department: Center for Environmental Health and Safety

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 general or specialized office experience which included aspects of supervising staff or job function, organizing, and performing duties that lead to knowledge of generally accepted office principles
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 2, 2019.

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

**Information Technology Technical Associate-Web Developer**

**Salary:** commensurate with experience

**Department:** University Communications and Marketing

**Web Designer* (Information Technology Technical Associate)**

**Salary:** commensurate with experience

**Department:** University Communications and Marketing

**Web Strategist (Marketing Associate)**

**Salary:** commensurate with experience

**Department:** University Communications and Marketing

**Public Information Associate-Marketing**

**Salary:** commensurate with experience

**Department:** SIU Alumni Association
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](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 9, 2019.**

Qualification details are available through the online system by going to [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies)

**Program Coordinator (Assistant Director)**

**Salary:** commensurate with experience

**Department:** Paul Simon Public Policy Institute

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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 can be found at: [https://hr.siu.edu/prospective-new-employee/apply.php](https://hr.siu.edu/prospective-new-employee/apply.php). 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, May 9, 2019.**

**Program Director-Records Management**

**Salary:** commensurate with experience

**Department:** Records Management

1. Bachelor’s degree in accounting, economics, public administration or business

2. Five years of experience in university records management

3. Computer skills and experience with Microsoft Word, Excel, Outlook as well as, Adobe Acrobat, Adobe Photoshop, and Adobe LiveCycle Designer

4. Experience with Docuware database systems and administration

5. Knowledge of state and federal laws, rules and regulations pertaining to and affecting the maintenance and retention of records, including public records

6. Knowledge of the operations of the University, its offices/programs, information and records systems

**Note:** Master’s degree in an Accounting or a Certified Records Manager certificate may be substituted for one (1 year) of work experience