CIVIL SERVICE VACANCIES FOR THE WEEK OF February 18, 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, February 21, 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.

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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.

Child Development Associate

Department: Head Start

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.

This position is a 9 month flex-year working from 8/16-5/15.

This position has the following specialty factor: Associate’s Degree in Early Childhood Education (ECE)

1. Possession of credentials required by Illinois Department of Children and Family Services for employment as a Child Care Worker in a licensed child care facility.

   The qualifications are:

   1) 19 years of age

   2) High school diploma or equivalency certificate (GED)

   3) In addition to meeting the requirements of Section 407.100, the early childhood teacher shall have achieved:

      a) Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six; or

      b) One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and 30 semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six

   The Illinois Department of Children and Family Services required credentials can be reviewed at:

Licensed Practical Nurse II

Salary: $2,090.00 per month

Department: Student Health Services

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. Possession of a valid license as a Licensed Practical Nurse issued by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation

2. Six months of nursing experience in a health care facility (such as a hospital, nursing home, medical clinic, prison, mental health facility, or closely related facilities)

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 equipment to be serviced

Accountant II

Salary: $19.49 per hour

Department: University Housing

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 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.
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. 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). **Application materials must be submitted by noon, Thursday, February 21, 2019.**

**Information Technology Technical Associate-Administrative Information Systems**

**Salary:** Commensurate with experience

**Department:** Information Technology-Administrative Information Systems