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, October 31, 2019.

*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:

**Office Support Assistant, Office Support Associate, Office Support Specialist, Office Manager, & Office Administrator**

Note: For the following positions, applications can be found at [http://hr.siu.edu/prospective-new-employee/apply.php](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*  
Salary: $1,737.00 per month

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.

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

**Costumer**  
Department: Theater  
Salary: $2,090.00 per month

1. Three years of experience in costume production or its equivalent in garment fabrication

**Study Abroad Advisor***  
Department: Center for International Education  
Salary: $2,830.00 per month

*This position has the following specialty factors: Demonstrated experience performing study abroad advising in a university study abroad office, as well as study abroad participant experience in a foreign country.

1. Bachelor’s degree in any course of study
2. One (1) year (12 months) of experience such as;
   a) Study abroad experience (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor’s degree requirement.)
   b) Working in a higher education setting working with study abroad, international internship programs or other related programs

**Interpreter for the Deaf & Hard of Hearing***  
Department: Disability Support Services  
Salary: $2,702.00 per month

*This position has the following specialty factor: IL Advanced Proficiency licensure is required for this position.

1. High School graduation or GED
2. A. For public school pre K-12 Educational Interpreters, statement of "approval" from the Illinois State Board of Education which shall be identified as valid for sign language interpreting: Pursuant to 23 IL Administrative Code Section 25.550 "including Interim Approval"  
   OR  
   B. For post-secondary education, Interpreters must show proof of current licensure at the Intermediate Proficiency level or higher as specified in Section 1515.90 of the Interpreter for the Deaf Act of 2007 Rules.

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 requirements #2A or #2B above.

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Note: For the following positions, interested applicants must submit a detailed Civil Service Application. Please review the required documentation needed for each position at https://jobs.siu.edu/civil-service-current-vacancies. 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, October 31, 2019.

**Program Director-Assistant Head Start Director***  
Department: Head Start  
Salary: Commensurate with Experience

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.
Medical Assistant (Credentialed/Certified)  

Salary: $1,942.00 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.

Program Coordinator-Black Resource Center*  

Salary: $2,818.00 - $3,452.00 per month

Department: Dean of Students

Program Coordinator-NCAA Compliance*  

Salary: Commensurate with Experience

Department: Intercollegiate Athletics

Electrician Foreman  

Salary: $46.87 per hour

Department: Physical Plant Services

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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. 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, October 31, 2019.

Program Assistant-Communications Specialist*  

Salary: Commensurate with Experience

Department: Undergraduate Admissions

1. Bachelor’s degree

2. Experience and knowledge of related computing programs, such as use of Banner or another student information system, customer relationship management technology, statistical programs, or advanced data processing and management*

3. Experience with and use of social media as a communications tool*

4. Demonstrated positive work ethic*

5. Administrator/developer level skill and knowledge of communication management systems*

6. Computer proficiency in Windows environment*

*Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required.
Note: For the following position, interested applicants must submit a detailed Civil Service Application. Please review the required documentation needed for each position at https://jobs.siu.edu/civil-service-current-vacancies. 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, November 7, 2019.

Program Director-Assistant AD Ticket Operations & Development*

Salary: Commensurate with Experience

Department: Intercollegiate Athletics