CIVIL SERVICE VACANCIES FOR THE WEEK OF July 15, 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, July 18, 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.

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.

Senior Library Specialist

Department: Library Affairs

Salary: $16.47 per hour

1. High school graduation or equivalent

2. Any combination totaling 2 years (24 months) from the following categories:
   a) Work experience in a library or equivalent setting
   b) College course work in any field as measured by the following conversion table
      - 30 semester hours equals six months
      - 60 semester hours or an Associate’s degree equals one year
      - 90 semester hours equals eighteen months
      - Bachelor Degree (120 semester hours) equals two years (24 months)
      - Master’s or higher degree equals four years

(Note: Only a maximum of 4 years credit for college course work is available)

3. A total of 2 years (24 months) work experience in a library or equivalent setting performing progressively more responsible work consistent with the next lower level of this series.

*As required by the position to be filled, education, training, and/or work experience in the area of specialization inherent in the position may be required in meeting credential requirements for #3 above.
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

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

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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](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, July 25, 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-Financial Literacy***  
Salary: Commensurate with Experience

Department: Financial Aid Office
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, July 25, 2019.

Program Coordinator-Technology*

Salary: Commensurate with Experience

Department: Mass Communication and Media Arts

1. Bachelor’s degree in Media Arts Production or related field. Master’s Degree preferred.

2. A total of one (1) year (12 months) experience in all aspects of the contemporary Digital Media Production work flow, from media creation to editing and distribution. Must be comfortable with the specifics of video codecs and fluent with the industry standard video and audio post production software* (Note: Master’s Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.)

3. Able to perform routine maintenance and trouble-shooting equipment*

4. Demonstrated commitment to staying up to date with technology trends in New Media technology*

5. Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required.*