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, August 30, 2018.**

**Note:** Human Resources has relocated to Woody Hall.

**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.

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**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, Office Manager & Payroll Specialist II***

**Note:** For the following position, 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:** $1,719.00 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.**

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

Office Support Specialist

Salary: $12.25 per hour

Department: Various campus departments

1. High school graduation or equivalent

2. Twelve (12) months of clerical/office support work experience comparable to that performed at the Office Support Associate level of this series or in other positions of comparable responsibility

1. Any one or combination totaling twenty-four (24) months from the following categories:

   (a) Work experience performing clerical/office support work, including use of computer systems

   (b) Vocational training that provided a knowledge of generally accepted clerical procedures

   (c) College or university course work in Office Occupations, Business Administration, Business Education, or closely related fields

       36 semester hours = twenty-four (24) months

   (d) College or university course work in any curriculum

       60 semester hours = twenty-four (24) months

Police Officer

Salary: $25.94 per hour

Department: Department of Public Safety

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. High school graduation or equivalent.

2. Possession of a valid driver’s license.

3. No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.

4. Eligibility for bonding, if required by the employing institution.

5. Successful completion of the Basic Law Enforcement Officers Training course as prescribed by the Illinois Law Enforcement Training & Standards Board, if required by the employing institution. All recruit law enforcement officers who successfully complete this course after September 1, 1984 are required to successfully pass the Law Enforcement Officers Certification Examination. (Applicants lacking such training at time of appointment will be required to complete such requirement during, and as a part of, their probationary period of employment in this class.)

6. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)

NOTE: Persons who have not successfully completed the mandated firearm training course, as approved and recognized by the Illinois Law Enforcement Training & Standards Board, must complete the course during their probationary period. Police officers are not authorized to carry a service weapon until successfully completing such training.
Account Technician III

Salary: $2,444.00 per month

Department: College of Liberal Arts

*Promotional preference given to current SIUC employees in this promotional line.

1. Possession of experience/training requirements listed for the III level of this series (Account Technician II)

2. Two years of work experience performing duties comparable to those of the Account Technician II

Program Coordinator

Salary: $2,554.00 per month

Department: Disability Support Services

Note: This position has the following specialty factors: Coursework in Rehabilitation or Special Education. Demonstrated work experience in academic problem solving with students.

1. High school graduation or equivalent

2. Any one or any combination of the following, totaling three years (36 months), from the categories below:
   
   a) College course work in any field.
      
      • 60 semester hours equals 1 year (12 months)
      
      • 90 semester hours equals 2 years (24 months)
      
      • 120 semester hours or more equals 3 years (36 months)
      
   b) Progressively more responsible work experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.

3. Two (2) years of responsible experience in supervising, organizing, coordinating or other significant work with specific educational or administrative program initiatives.

Customer Service Representative

Salary: $2,148.00 per month

Department: College of Education and Human Services – Dean’s Office

1. High school graduation or equivalent

2. Any combination totaling three (3) years (36 months) from the following categories:

   a) Responsible work experience in customer services, public relations, office administration, business and financial operations, healthcare administration or other closely related experience

   OR

   b) College coursework which included courses in business administration, communications, public relations or similar area of study as measured by the following conversion table or its proportional equivalent:

      • 30 semester hours equals 1 year (12 months)
      • 60 semester hours equals 2 years (24 months)
      • 90 semester hours equals 3 years (36 months)
      • 120 semester hours equals 4 years (48 months)