CIVIL SERVICE VACANCIES FOR THE WEEK OF April 22, 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, April 25, 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](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.

**Administrative Assistant**

**Department:** Information Technology

**Salary:** $3,391.00 per month

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 professional, managerial and supervisory experience that included experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles

*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 requirement #2.*
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.

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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, April 25, 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

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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, April 25, 2019.

Program Coordinator-McNair Scholars Program  
Salary: commensurate with experience

Department: McNair Scholars Program

1. Master's degree required

2. Six (6) months prior experience working with multicultural or disadvantaged students, faculty, and personnel in a university setting including planning and conducting group educational experiences and workshops

3. Strong written and verbal communications skills

4. Strong computer skills, Microsoft Office applications and database skills

5. Strong research and analytical skills
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. 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

**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