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 18, 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. Applicants must submit all application materials in person, during counseling hours, and before the deadline for submission listed above.

**Customer Service Specialist**

Salary: $2,580.00 per month

Department: Financial Aid 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)

3. One (1) year (12 months) of work experience comparable to that gained as a Customer Service Representative

**Bowling and Billiards Center Manager**

Salary: $2,580.00 per month

Department: Student Center

1. High school graduation or equivalent

2. One year of experience in the operation of appropriate automatic pin setting equipment
Equipment Service Supervisor* 

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.

Human Resource Representative 

Department: Human Resources

1. High school graduation or equivalent

2. Any combination totaling two years from the following categories:
   a) Progressively more responsible work experience performing duties comparable to those listed for the previous lower level of the series
   b) College course work in human resource administration, business administration, or a closely related field, as measured by the following conversion table or its proportional equivalent:
      • 60 semester hours equals one year
      • 90 semester hours equals two years

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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 18, 2019.

Qualification details are available through the online system by going to https://jobs.siu.edu/civil-service-current-vacancies

Information Technology Manager/Administrative Coordinator-AIS Associate Director*

Salary: commensurate with experience

Department: Information Technology
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](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 18, 2019.**

**Program Coordinator-Employer Relations**

**Salary:** commensurate with experience

**Department:** College of Business

1. Master's degree (business, student affairs, college student personnel, work force education, communications, or other closely related degree)

2. A total of one (1) year (12 months) of community college and/or university (preferably AACSB accredited) experience in career services; or three years of experience in higher education or business setting responsible for recruiting employers

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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](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 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. **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](https://jobs.siu.edu/civil-service-current-vacancies)

**Information Technology Technical Associate-Web Developer**

**Salary:** commensurate with experience

**Department:** University Communications and Marketing