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, December 12, 2019.

*ATTENTION*
As of January 1, 2020, all Civil Service vacancies will be posted on our online application system: [https://jobs.siu.edu/](https://jobs.siu.edu/)

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.

**Media Writer/Producer/Announcer II**

*Salary: $2,580.00 per month*

**Department: Broadcasting Service**

1. Any one or any combination totaling **three (3) years (36 months)** of the following types of preparation:
   a) Progressively more responsible work experience in the production and presentation of radio or television programs, social media, and/or print or online journalism
   b) Vocational training in radio and/or television production, journalism, social media, news or feature writing and/or announcing or closely related fields
   c) College course work in radio/television, journalism, social media, news or feature writing or closely related fields
      - 60 semester hours equals one (1) year (12 months)
      - 75 semester hours equals one (1) year and six (6) months (18 months)
      - 90-semester hours equals two (2) years (24 months)
      - 120 semester hours or a Bachelor’s degree equals three (3) years (36 months)

2. **One (1) year (12 months)** of work experience in the production and presentation of radio or television programs, social media, and/or print or online journalism in addition to the preparation required in #1 above.

3. **One (1) year (12 months)** of work experience comparable to that performed at the Media Writer/Producer/Announcer I level of this series or in other positions of comparable responsibility.
Study Abroad Advisor*  
Salary: $2,830.00 per month

Department: Center for International Education

*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

Admissions and Records Officer  
Salary: $15.50 per hour

Department: Registrar

Note: Promotional preference will be given to current employees in this promotional line.

1. High school graduation or equivalent

2. Any combination totaling **five (5) years** from the following categories:
   
a) Work experience involving collegiate admissions, records analysis or records management

   b) College coursework in any discipline, as measured by the following conversion table or its proportional equivalent:

   - 60 semester hours equals one year
   - 90 semester hours equals two years
   - 120 semester hours or a Bachelor’s degree equals three years

Copy Center Operator I  
Salary: $14.92 per hour

Department: Printing and Duplicating Service

Food Production Manager  
Salary: $2,963.00 per month

Department: Student Center

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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. 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, December 12, 2019.
Administrative Aide
Salary: $2,702.00 per month
Department: Physical Plant Service

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.

Child Care Assistant
Salary: $1,509.00 per month
Department: Various Departments

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-Athletics & Special Event Ticketing
Salary: Commensurate with Experience
Department: Intercollegiate Athletics

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.

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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. 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, December 19, 2019.

Marketing Associate-Student Center*
Salary: Commensurate with Experience
Department: Student Center