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, September 27, 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.

*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, Office Manager & 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.

Senior Library Specialist

Salary: $16.31 per hour

Department: Library Affairs

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)

      • A 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.
Library Specialist  
Salary: $13.87 per hour

Department: Library Affairs

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)
      - A Master’s or higher degree equals four years

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

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

The Illinois Department of Children and Family Services required credentials can be reviewed at:  
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

3. 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

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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, October 4, 2018.

Information Technology Technical Associate-NW Annex

Salary: commensurate with experience

Department: Information Technology