CIVIL SERVICE VACANCIES FOR THE WEEK OF August 26, 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, August 29, 2019.

*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:

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

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.

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:

Administrative Aide

Department: Forestry

1. High school graduation or equivalent

2. Any one or any combination totaling \textit{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 general or specialized office experience which included aspects of supervising staff or job function, organizing, and performing duties that lead to knowledge of generally accepted office principles

Note: For the \textbf{following positions}, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. \textbf{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: \url{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. \textbf{Application materials must be submitted by noon, Thursday, August 29, 2019.}

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

Marketing Associate-Graphic Design*

Department: University Communications & Marketing

Senior Library Specialist

Department: Library Affairs

Athletic Communications Associate-Coordinator of Video Services

Department: Intercollegiate Athletics

Administrative Nurse II

Department: Student Health Services

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.
**Information Technology Technical Associate-Foundation Support Services**

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. 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, August 29, 2019.

**Program Assistant-Wellness & Health Promotion Services**

Salary: Commensurate with Experience

Department: Student Health Services

1. Bachelor’s degree in Public Health or a related field

2. Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required

Preference will be given with experience in public health