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, October 3, 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.

The following continuous post classification(s) are now available through the online application system. Please view the website at jobs.siu.edu to apply:

**Accountant I**

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.

**Insurance Risk Manager I**

Salary: $3,242.00 per month

Department: University Risk Management

1. Any one or any combination of the following types of preparation:

   a) Credit for college course work comparable to that leading to a major in insurance, risk management, or closely related fields (such as business administration, finance, or accounting)

   b) Credit for college course work comparable to that leading to a major in fields other than those listed in “a”

   c) Responsible insurance experience that totals 1.0 unit according to the following conversion rates:

      • 120 semester hours (or Bachelor’s degree) of “a” = 1.0 unit
      • 120 semester hours (or Bachelor’s degree) of “b” = 0.75 unit maximum*
      • 3 years of “c” = 1.0 unit

   Amounts of training or experience less than those listed above should be converted to decimal equivalent of 1.0 unit and added together when computing combinations of the different types of preparation.

2. Three years of responsible insurance experience in addition to the training/experience required in #1 above, one of which was involved with commercial property or casualty insurance work on an administrative level

   "That is, up to 3/4 (or 0.75 unit) of the preparation needed to satisfy requirement 1 may be this type of training; the balance must be supplied by one or more of the other types of preparation 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:  

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Note: For the following positions, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. **Please review the required documentation needed for each position at** [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies). 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, October 3, 2019.**  

**Program Director-Assistant Head Start Director**  
**Salary:** Commensurate with Experience  

**Medical Assistant (Credentialed/Certified)**  
**Salary:** $1,942.00 per month  

**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.
Environmental Health and Safety Technician I  
Department: Center for Environmental Health and Safety  
Salary: $2,170.00 per month  
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.

Senior Engineer (Electrical)  
Department: Physical Plant Service  
Salary: Commensurate with Experience

Human Resource Officer  
Department: Human Resources  
Salary: $2,469.00 per month

Senior Library Specialist  
Department: Library Affairs  
Salary: $16.47 per hour

Intramural and Recreation Coordinator (Aquatics)*  
Department: Recreational Sports and Services  
Salary: Commensurate with Experience  
Note: This position is working Tuesdays – Saturdays, 11am – 7pm

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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, October 3, 2019.

Program Assistant-Communications Specialist*  
Department: Undergraduate Admissions  
Salary: Commensurate with Experience

1. Bachelor’s degree

2. Experience and knowledge of related computing programs, such as use of Banner or another student information system, customer relationship management technology, statistical programs, or advanced data processing and management*

3. Experience with and use of social media as a communications tool*

4. Demonstrated positive work ethic*

5. Administrator/developer level skill and knowledge of communication management systems*

6. Computer proficiency in Windows environment*

*Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required.
Note: For the following position, interested applicants must submit a detailed Civil Service Application and cover letter outlining appropriate work experience and education. Please review the required documentation needed for each position at https://jobs.siu.edu/civil-service-current-vacancies. 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 10, 2019.

**Program Coordinator-Institutional Research**

**Department:** Information Technology

**Salary:** Commensurate with Experience

**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 next positions, 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, October 10, 2019.

**Program Coordinator-Aviation Management & Flight**

**Department:** Aviation Management & Flight

**Salary:** Commensurate with Experience

1. Bachelor’s degree

2. A total of one (1) year (12 months) of experience in the specialization of aviation flight operations and/or specialization inherent to the position in aviation

**Note:** Master’s Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.

**Program Coordinator-Digital Media**

**Department:** University Housing

**Salary:** Commensurate with Experience

1. Bachelor’s degree in Radio/TV, Marketing, Public Relations or related field

2. One (1) year job-related experience including video/photo production, project management

3. Excellent writing, editing, and verbal communication skills

4. Proficiency with Microsoft Office and Adobe creative suite

5. Demonstrated experience with pro cinema cameras and wireless photo setups

6. Demonstrated experience with photo/video editing