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, November 1, 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.

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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.

Chief Accountant

Salary: $4,276.00 per month

Department: Bursar

1. Bachelor's degree with a major in accountancy (or equivalent course work)

2. A total of **three (3) years (36 months)** of accounting experience in an administrative or supervisory capacity

3. A total of **three (3) years (36 months)** of additional years of experience in professional level accounting work consistent with the next lower level of this series

· An advanced degree in accountancy or registration as a Certified Public Accountant may be substituted for one year of professional experience.

Dental Assistant I

Salary: $1,942.00 per month

Department: School of Allied Health

Note: This position is 64% part-time permanent. 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.

1. High school graduate or equivalent.

2. Any one or any combination totaling One year (12 months) of the following training or experience:

   a) Formal training in dental assisting techniques and procedures

   b) Work experience in chair-side dental assisting
Office Support Specialist  
Salary: $12.37 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

Collection Specialist  
Salary: $2,015.00 per month

Department: Bursar

1. Any one or any combination of the following, totaling **one (1) year (12 months)**, from the categories below:
   
   a) Collection, consumer credit, or business experience that required knowledge of collection methods and procedures
   
   b) College course work that included courses in finance, accounting, business administration, business management, or a closely related field
      
      - 30 semester hours equals one (1) year (12 months)
      - 60 semester hours or an Associate’s Degree equals two (2) years (24 months)
      - 90 semester hours equals three (3) years (36 months)
      - 120 semester hours or a Bachelor’s Degree or higher equals four (4) years (48 months)

2. **One (1) year (12 months)** of collection experience comparable to the Collection Representative level or in other positions of comparable responsibility