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 16, 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:

***Office Support Specialist, Office Manager, & Child Care Assistant***

**Note:** For the **following position**, 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.

**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:  