CIVIL SERVICE VACANCIES FOR THE WEEK OF August 12, 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 15, 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.

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.

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.

1. Licensure as a Registered Professional Nurse in Illinois with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation

2. Two years of professional nursing experience

Dental Hygienist

Department:  School of 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.

1. Licensure as a Dental Hygienist in the State of Illinois

2. Current CPR Certification

Assistant Records Management Officer

Department:  Records Management

1. A. Bachelor's degree in administrative sciences or business administration

    OR

    B. Three years of experience in management of records systems and micrographics technology

    OR

   C. Any combination of (i) college training in administrative sciences or business administration and (ii) experience in records systems management and micrographics that totals three years
Library Specialist

Salary: $14.01 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)
   - Master’s or higher degree equals four years

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

Senior Library Specialist

Salary: $16.47 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)
   - 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.
Note: For the following positions, 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, August 15, 2019.

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

Accounting Associate-Assistant Director*  
Salary: Commensurate with Experience  
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.

Senior Events Coordinator-Alumni Association  
Salary: $2,702.00 per month  
Department: Alumni Services

Marketing Associate-Social Media Strategist  
Salary: Commensurate with Experience  
Department: University Communications & Marketing

Program Coordinator-NCAA Compliance  
Salary: Commensurate with Experience  
Department: Intercollegiate Athletics

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 15, 2019.

Program Coordinator-Wellness & Health Promotion  
Salary: Commensurate with Experience  
Department: Student Health Services

1. Bachelor’s degree in health education, health promotion, public health, community health, health policy, or closely related field*.

2. A total of one (1) year (12 months) experience in health promotion/wellness required. Paid or unpaid internship or graduate assistant experience accepted as one year or as part of one year experience required*

*Note: Master’s degree in health education, health promotion, public health, community health, health policy, or closely related field may be substituted for one (1) year of work experience.

Preferred: This position may have a preference of one or more of the areas of experience in Alcohol and Other Drug, Sexual Health or Violence Prevention. Experience in a higher education setting.
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](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, August 22, 2019.**

**Qualification details are available through the online system by going to [https://jobs.siu.edu/civil-service-current-vacancies](https://jobs.siu.edu/civil-service-current-vacancies)**

**Program Coordinator-Financial Literacy**  
*Salary: Commensurate with Experience*

**Department: Financial Aid Office**

Program Director-Research Compliance  
*Salary: Commensurate with Experience*

**Department: Vice Chancellor for Research**

1. Master’s degree in Science, healthcare, business, or a related field*
2. Five (5) years’ experience in sponsored research*
3. Three (3) years’ experience in research compliance*
4. Certified IRB Professional or Certified Professional in IACUC Administration credential, or willingness to obtain within two years of employment*
5. Ability to read and interpret complex policies and procedures*
6. Demonstrated leadership abilities*
7. Must possess excellent communication skills*

Program Coordinator-New Student Programs  
*Salary: Commensurate with Experience*

**Department: New Student Programs**

1. Master’s Degree in College Student Personnel, Higher Education, Educational Psychology, Counseling, Psychology, Business Administration or related field*
2. A total of one (1) year experience working in higher education in areas of New Student Programs, Orientation, First Year Experience, Family/Parent Programs, Student Advising/Mentoring Programs, Admissions, Leadership Development, Event Management or related areas*
3. One (1) year of experience in supervision, organization, and coordination of student staff*
4. Demonstrated ability to deliver oral presentations and prepare detailed reports*