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 4, 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:

*** 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](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.

**Public Information Specialist**

**Salary:** $2,675.00 per month

**Department:** Broadcasting Service

1. Any combination totaling **four (4) years (48 months)** from the following categories:

   a) Work experience in public relations, newspaper reporting, writing and editing (journalism), radio/television broadcasting with emphasis on production, social media communication, or web/digital media

**Based on institutional requirements and accreditation for each position:**

b) College course work in journalism, communications, radio/television broadcasting, web/digital media, liberal arts, social media communication or a closely related field, as measured by the following conversion table or its proportional equivalent:

   - 60 semester hours/Associate’s degree equals two (2) years (24 months)
   - 90 semester hours equals three (3) years (36 months)
   - 120 semester hours/ Bachelor’s degree equals four (4) years (48 months)
   - Master’s degree equals four (4) years (48 months)

**Building Service Supervisor**

**Salary:** $3,209.00 per month

**Department:** Physical Plant Service

1. High school graduation or equivalent.

2. **Three years (36 months)** of experience in building service operations or related work.

3. **Two years (24 months)** in building custodial supervisory capacity.
Financial Aid Adviser Manager

Department: Financial Aid Office

1. High school graduation or equivalent

2. Any one or any combination that equals three (3) years (36 months) from the categories below:
   a. General office experience
   b. College course work in any field
      - 30 semester hours equals one (1) year (12 months)
      - Associate’s Degree (60 semester hours) equals two (2) years (24 months)
      - 90 semester hours equals three (3) years (36 months)
      - Bachelor’s Degree (120 semester hours) equals four (4) years (48 months)

3. Three (3) years (36 months) of experience in working with student employment, student financial aid/loans, student admissions/recruitment, scholarship/grant programs or other closely related work experience

   *Note: An applicant with a Master’s degree qualifies with one (1) year (12 months) of experience*

Farm Mechanic

Department: University Farms

Note: This position is 50% part-time permanent.
This position has the following specialty factors: *Demonstrated experience with farm machinery mechanical experience.

1. High school graduation or equivalent

Dental Assistant I

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.

*Based on institutional requirements and accreditation for each position:*

1. High school graduate or equivalent.

   OR

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
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:  


Office Support Specialist  
Salary: $12.25 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
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, October 4, 2018.**

**Information Technology Technical Associate-NW Annex**

Salary: commensurate with experience

Department: Information Technology