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 8, 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.

**Natural Science Laboratory Assistant III**

Salary: $14.64 per hour

Department: Microbiology

Note: This position is a 10 month flex-year working from 8/1 – 5/31

1. High school graduation or equivalent

2. Three years of experience in natural science (such as biology, veterinary medicine, chemistry, physiology, or microbiology laboratory techniques). University education with major in natural science may be substituted, year for year, up to a maximum of three years

**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.
Admissions & Records Supervisor

Department: Office of the Registrar

Note: Promotional preference is given to current employees in this promotional line

1. High school graduation or equivalent

2. Any combination totaling **seven (7) years** from the following categories:
   a) Work experience involving collegiate admissions, records analysis or records management including one year in a specialist or supervisory capacity
   b) College coursework in any discipline, as measured by the following conversion table or its proportional equivalent:
      - 60 semester hours equals one year
      - 90 semester hours equals two years
      - 120 semester hours or a Bachelor’s degree equals three years

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

Food Service Administrator III

Department: University Housing – Culinary & Nutrition Services

Note: This position is subject to seasonal layoffs.

1. High school graduation or equivalent

2. Six years of food service management experience (University training in dietetics or in hotel, restaurant, or institutional management may be substituted, year for year, for the experience, up to a maximum of four years.)
Assistant Records Management Officer

Salary: $2,363.00 per month

Department: Records Management

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

   OR

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

   OR

3. 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

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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. 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 8, 2019.

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

Information Technology Manager/ Administrative Coordinator- Specialized Technical Team Lead*

Salary: Commensurate with Experience

Department: Information Technology-SIUC

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.

Information Technology Support Associate - Desktop Support Associate II- College of Ed*

Salary: Commensurate with Experience

Department: Information Technology-SIUC

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.

Program Coordinator-PTAC*

Salary: Commensurate with Experience

Department: Office of Economic and Regional Development
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.

Accounting Associate-Assistant Director*

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

Marketing Associate-Social Media Strategist

Department: Alumni Services

Marketing Associate-Social Media Strategist

Salary: Commensurate with Experience

Program Coordinator-NCAA Compliance

Department: Intercollegiate Athletics

Salary: Commensurate with Experience

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.