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 7, 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.

Child Development Associate*  
Salary: $1,737.00 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.
*This position has the following specialty factor: Associate’s Degree in Early Childhood Education.

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: http://www.ilga.gov/commission/jcar/admincode/089/089004070D01400R.html
Study Abroad Advisor*

Department: Center for International Education

*This position has the following specialty factors: Demonstrated experience performing study abroad advising in a university study abroad office, as well as study abroad participant experience in a foreign country.

1. Bachelor’s degree in any course of study
2. One (1) year (12 months) of experience such as;
   a) Study abroad experience (classroom study, research, intern or externships, and/or service learning or participation in Peace Corps or a similar program) in a foreign country. (Study abroad educational experience may be used in conjunction with the Bachelor’s degree requirement.)
   b) Working in a higher education setting working with study abroad, international internship programs or other related programs

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

Program Director-Assistant Head Start 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.
Program Director-Assistant AD Ticket Operations & Development*

Salary: Commensurate with Experience

Department: Intercollegiate Athletics

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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, November 14, 2019.

Program Coordinator-Project Coordinator-Research Compliance

Salary: Commensurate with Experience

Department: Vice Chancellor for Research

1. Three (3) years of experience in administration or service delivery in higher education, government, health care, or industry

Preferred: Experience with human and/or animal research and privacy protection

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Note: For the following position, interested applicants must submit a detailed Civil Service Application. Please review the required documentation needed for each position at https://jobs.siu.edu/civil-service-current-vacancies. 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, November 14, 2019.

Information Technology Technical Associate II-Systems Administrator III

Salary: Commensurate with Experience

Department: Information Technology