

**Applications will be accepted for the following CIVIL SERVICE vacancies until:
2:00 PM on FRIDAY, FEBRUARY 10th, 2012**

BUILDING AUTOMATION TECHNICIAN II

**Capital Planning & Service
Operations**

Location: 825 N. Rutledge

Hours of Work: Monday-Friday, 8:00am–4:30pm

Paid: Semi-Monthly (1st & 16th of the month)

Probationary Period: 6 months

Union Status: Not Represented

MINIMUM QUALIFICATIONS TO SIT FOR CIVIL SERVICE EXAM: 1) 2 years of college/vocational/technical training in electronics that included course work in drafting, blueprint reading, basic computer programming, and algebra or other higher level mathematics **OR** 2) 2 years of work experience specifically involving maintenance of a building automation system; **AND** 3) 2 years of work experience performing duties comparable to the Building Automation Technician I including, but not limited to, troubleshooting and repairing building-automation-system field cabinets; assisting in performing necessary commissioning, diagnostic, and maintenance procedures; and assisting in the implementation of energy conservation measures by utilizing and/or modifying existing building-automation-system features

POSITION SPECIFIC REQUIREMENTS: 1) Requires knowledge of BACnet, LON, N2, BAS, HVAC closed loop controls, PLCs, pneumatic, 4-20mA, and 0-10VDC circuitry and controls.

PLEASE NOTE: Provide a complete and detailed employment application, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.

CLINIC NURSE (RN)

**Internal Medicine
(General)**

Location: 751 N. Rutledge

Hours of Work: Monday-Friday, 8:00am–4:30pm

Starting Salary: \$3197-3517/month

Paid: Semi-Monthly (1st & 16th of the month)

Probationary Period: 6 months

Union Status: Represented by AFSCME 370

MINIMUM QUALIFICATIONS FOR CREDENTIALS ASSESSMENT: 1) Licensure as a Registered Professional Nurse in the State of Illinois

PLEASE NOTE: Eligibility to interview for this position is determined by an assessment of your credentials. Provide a complete and detailed employment application, Nursing Addendum, Referral Preference Form, copy of valid Illinois RN license, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.



ADDITIONAL VACANCIES ON NEXT PAGE

CERTIFIED CLINIC NURSE/ CLINIC NURSE (RN)*

**Internal Medicine
(Hematology/Oncology)**

Location: 315 W. Carpenter
Hours of Work: Monday-Friday, 8:00am–4:30pm
Paid: Semi-Monthly (1st & 16th of the month)
Probationary Period: 6 months
Union Status: Represented by AFSCME 370

MINIMUM QUALIFICATIONS FOR CREDENTIALS ASSESSMENT—CERTIFIED CLINIC NURSE: 1) Licensure as a Registered Professional Nurse in the State of Illinois; **AND** 2) Certification as an Oncology Certified Nurse (OCN) and/or completion of an acceptable process to certify competency in chemotherapy administration; **AND** 3) 2 years of work experience as a registered professional nurse

MINIMUM QUALIFICATIONS FOR CREDENTIALS ASSESSMENT—CLINIC NURSE: 1) Licensure as a Registered Professional Nurse in the State of Illinois

***CONDITION OF EMPLOYMENT IF HIRED AS A CLINIC NURSE:** Must meet all minimum qualifications for a Certified Clinic Nurse within six month probationary period

PLEASE NOTE: Eligibility to interview for this position is determined by an assessment of your credentials. Provide a complete and detailed employment application, Nursing Addendum, Referral Preference Form, copy of valid Illinois RN license, copies of transcripts for higher education, and, if applicable, Chemotherapy Certification and DD214 for veteran's preference.

LIBRARY OPERATIONS ASSOCIATE

Medical Library

Location: 801 N. Rutledge
Hours of Work: Monday-Friday, 8:00am-4:30pm
Starting Salary: \$2789-3068/month
Paid: Semi-Monthly (1st & 16th of the month)
Probationary Period: 6 months
Union Status: Not represented

MINIMUM QUALIFICATIONS FOR CREDENTIALS ASSESSMENT 1) High school graduate or equivalent; 2) Any one, or any combination, that totals 6 years from the following: a) Work experience in a library or equivalent setting performing duties comparable to those of the Senior Library Specialist, including, but not limited to, creating complete records and classifying materials for which no Library of Congress, OCLC member input, or other standard copy is available; cataloging all formats of serials and complex monographs; and classifying and creating descriptions of special types of materials following national standards and local classification schemes; **or** b) College course work in any field (30 semester hours = 6 months, 60 semester hours = 1 year, 90 semester hours = 2 years, 120 semester hours or a Bachelor's degree = 3 years, a Master's or higher degree = 4 years)

PLEASE NOTE: Eligibility to interview for this position is determined by an assessment of your credentials. Provide a complete and detailed employment application, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.

Don't forget... to check out our website weekly.



www.siumed.edu/jobs

New vacancies posted every Friday evening!



ADDITIONAL VACANCIES ON NEXT PAGE

LPN II **Pediatrics**

Location: 301 N. 8th Street
Hours of Work: Monday-Friday, 9:00am–5:00pm
Starting Salary: \$14.70-16.17/hour
Paid: Bi-Weekly (Every other Friday)
Probationary Period: 6 months
Union Status: Represented by AFSCME 370

MINIMUM QUALIFICATIONS FOR CREDENTIALS ASSESSMENT: 1) Valid LPN license in the State of Illinois; AND 2) 6 months of nursing experience in a health care facility

PLEASE NOTE: Eligibility to interview for this position is determined by an assessment of your credentials. Provide a complete and detailed employment application, Nursing Addendum, Referral Preference form, copy of LPN license, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.

ADVANCED CLINIC **RECEPTIONIST** (Ambulatory Care Aide II) **Family & Community Medicine** (Decatur)

Location: 250 W. Kenwood Avenue, Decatur
Hours of Work: Rotating Schedule: Monday-Friday, 8:00am–4:30pm, 8:30am–5:00pm
Starting Salary: \$1713-1884/month
Paid: Semi-Monthly (1st & 16th of the month)
Probationary Period: 6 months
Union Information: Not Represented

MINIMUM QUALIFICATIONS: 1) Any one, or any combination, of the following: a) 12 months of work experience in a health care facility performing duties in one or more patient service areas (such as admissions, billing, or collections) OR b) 12 months of clerical work experience that included both the operation of computerized data equipment and extensive public contact in combination with 6 semester hours of college course work in business, finance, computer science, public administration, or social science

PLEASE NOTE: Provide a complete and detailed employment application, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.

LPN II **Family & Community Medicine** (Decatur)

Location: 250 W. Kenwood Avenue, Decatur
Hours of Work: Rotating Schedule: Monday-Friday, 7:45am–4:15pm, 8:00am–4:30pm, 8:30am–5:00pm
Starting Salary: \$2398-2638/month
Paid: Semi-Monthly (1st & 16th of the month)
Probationary Period: 6 months
Union Information: Not Represented

MINIMUM QUALIFICATIONS: 1) Valid LPN license in the State of Illinois; AND 2) 6 months of nursing experience in a health care facility

PLEASE NOTE: Provide a complete and detailed employment application, Nursing Addendum, Referral Preference form, copy of LPN license, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.

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Employment Opportunities

Published by the Office of Human Resources

February 3, 2012

**Applications will be accepted for the following CIVIL SERVICE vacancies until:
2:00 PM on FRIDAY, FEBRUARY 17th, 2012**

HEALTH CARE COMPLIANCE OFFICER Office of Compliance

Location: 801 N. Rutledge
Hours of Work: Monday-Friday, 8:00am–4:30pm
Starting Salary: \$3264-3590/month
Paid: Semi-Monthly (1st & 16th of the month)
Probationary Period: 6 months
Union Status: Not Represented

MINIMUM QUALIFICATIONS TO SIT FOR CIVIL SERVICE EXAM: 1) Certification as a Certified Coding Specialist (CCS) or Certified Coding Specialist-Physician Based (CCS-P) or Accredited Record Technician (ART) or Registered Record Administrator (RRA) by the American Health Information Management Association or certification as a Certified Procedural Coder (CPC) by the American Academy of Professional Coders; AND 2) Any one, or any combination, that totals 1 unit from the following: a) work experience coding complex charge documents for ancillary and physician services using standardized coding systems such as ICD-9-CM and CPT, or b) college coursework in a field directly related to health care (4 years of "a" = 1 unit, 120 semester hours of "b" = .5 unit)

POSITION SPECIFIC REQUIREMENTS: 1) Recent regulatory compliance experience related to an academic medical center, school of medicine, or multi-specialty group practice, 2) Knowledge of auditing techniques

PLEASE NOTE: Provide a complete and detailed employment application, copies of transcripts for higher education, and, if applicable, DD214 for veteran's preference.

LEARN ABOUT SIU-SM EMPLOYMENT OPPORTUNITIES!



Springfield Collegiate Career Fair

Thursday, February 16th

11:00am-2:00pm

University of Illinois at Springfield, Springfield, IL

Career Network '12

Wednesday, February 29th

10:00am-2:00pm

Southern Illinois University-Edwardsville, Edwardsville, IL

Visit our website: www.siumed.edu/jobs

To access our *Application for Civil Service Employment*, click on Application Process then Application Forms.
Completed applications may be submitted:

IN PERSON: Office of Human Resources, 327 W. Calhoun; office is open Mon-Fri, 8:00 am-4:30 pm

BY FAX: 217-545-1058 (resume only accepted WITH completed application form)

BY MAIL: Human Resources, PO Box 19601, Springfield, IL 62794-9601

If you have a current application on file, call 545-0223 and request to have your credentials reviewed.