

STUDENT EMPLOYMENT JOB OPENINGS

SECURITY-SENSITIVE POSITIONS

In compliance with the Illinois Campus Security Act, security-sensitive SIUC student employment positions have been identified as:

- a. Positions which involve working with minors or individuals with diminished mental capacity.
- b. Positions which involve providing for the safety of students, faculty, and staff.
- c. Positions having regular access to controlled substances.
- d. Positions which provide significant overall responsibility, defined at \$50,000 or more per day, for the control of University financial resources.

If your department needs to create a new student employment position that meets the requirements of security-sensitive, please contact Student Employment Services. Student Employment Services, in conjunction with Human Resources, will determine if a pre-employment background investigation is required.. A review will be done in conjunction with Human Resources to determine if a pre-employment background investigation is required.

Whenever a security-sensitive position is advertised, the following statement must be included: “This is a security-sensitive position. Before any offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.”

If your department is ready to hire a student in a security-sensitive position, before the offer of employment is made, you will need to complete the Authorization to Release Information (e-Form). On this form the student authorizes the release of information for a background investigation, and the hiring department provides information to process the request. The form can be located at: <http://eforms.siu.edu/siuforms/info/hro1055.html>

POSTING JOB OPENINGS

Job openings will be posted on the FAO web site <http://www.siu.edu/~fao/>. The employing department can have a job opening posted by completing the Student Employment Job Posting Request (e-Form). Job openings are divided into two categories:

- Job Listings – FWS Only
- Job Listings – FWS or Non-FWS

A computer lab is available in the Financial Aid Office for use by students who may not have access to a computer to view job postings.

ORIGINAL JOB POSTING

When completing the e-Form for an original job posting, the following information is required:

- type of posting (Original Job Posting)
- whether the job opening is to be listed as Federal Work-Study Only, Federal Work-

- Study or Non-Federal Work Study
- whether the job is “security-sensitive”
- job classification
- beginning date for employment
- department name
- department mail code
- position number
- job description and special requirements
- work hours/days
- contact information (fax number, contact person)

Once Student Employment Services has approved the job posting, a job posting number will be assigned. A copy of the job posting will then be returned via fax to the contact person stated on the form for future use to have the job posting removed when the job has been filled.

Students interested in a particular job posting will need to let the department know they are eligible to work on campus and if they are eligible for Federal Work-Study (FWS) by doing the following:

- U.S. Citizens and permanent residents need to obtain a student employment work referral online through their SalukiNet account.
- International students need to obtain a student employment work referral at the International Students and Scholars Office.

REVISION OF A CURRENT POSTING

A current posting can be revised by the employing department by completing the Student Employment Job Posting Request Electronic Form (E-Form). When completing the E-Form for a revision of a current job opening, the following information is required:

- Type of posting (Revision)
- Job Posting Number
- Completion of the sections that need to be revised

REMOVAL OF A CURRENT POSTING

Once a position has been filled, the employing department will need to have the job posting removed from the FAO website by re-faxing the original request (marked “Remove”) to Student Employment Services.

If the original request cannot be located, an email to Student Employment Services will need to be done, requesting removal of the posting, including the job posting number.

