

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. working with minors or individuals with diminished mental capacity.
- b. providing for the safety of students, faculty and staff;
- c. regular access to controlled substances;
- d. significant responsibility, defined as \$50,000 or more per day, for the control of university financial resources.

If your department has a student employment position or creates a new student employment position that you feel meets the requirements of security-sensitive, please contact Financial Aid before advertising the position. 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."

POSTING JOB OPENINGS

Job openings will be posted on the FAO web site (<http://www.siu.edu/~fao/>) so that all students will have equal access to the information. A computer lab is available in the Financial Aid Office for use by students who may not have access to a computer at their place of residence. Job openings are divided into two sections:

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

A job opening can be listed by the employing department by completing the Student Employment Job Posting Request Electronic Form (E-Form).

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 the job posting has been approved by Financial Aid, a job posting number will be assigned and a copy of the form will be returned to the contact person at the employing department.

Students expressing an interest in a job opening are referred to the Financial Aid Office Service Center or online through their personal SalukiNet account (or the International Students & Scholars Office for international students) for eligibility determination and preparation of the Student Employment Referral.

REVISION OF A CURRENT OPENING

Once a job opening has been posted, the employer may determine that the request needs to be revised. A current opening 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
- Complete the sections of the form that need to be revised

REMOVING ("UNPOSTING") JOB OPENINGS

Once a position has been filled, the job opening can be removed by the employing department by refaxing the original request or by completing a new Student Employment Job Posting Request Electronic Form (E-Form). The following information is required in either choice.

- type of posting (Removal)
- Job Posting Number