CONTINUOUS TESTING OPPORTUNITIES
Please note that this is not a list of vacancies!!

Vacancies for the classifications on the following pages may NOT be advertised, therefore, only candidates who have successfully completed the appropriate examination and are active on the employment register may be considered when a vacancy occurs. Interested applicants should review this list and submit the Employment Application to Human Resource Services. Please note that any information provided on your application may be seen by a hiring department for positions that you have applied. Job classifications and starting salaries may be amended at any point in time and without notice.

For NIU’s current job vacancies, please call 815/753-1051 or visit our website at www.hr.niu.edu.

Thank you for considering employment at NIU.

PRE-EMPLOYMENT CRIMINAL BACKGROUND INVESTIGATION - In compliance with the Illinois Campus Security Act (PA: 88-629), the University conducts pre-employment criminal background investigations.

TESTING ACCOMMODATION – If you would like to request testing accommodations, you must request this to Human Resources prior to scheduling an examination.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation or any other factor unrelated to professional qualifications and will comply with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action. This is in keeping with the Regulation regarding nondiscrimination included in the Statute which covers all State Universities Civil Service System positions.

Individuals applying for employment or taking a Civil Service examination (other than NIU employees with valid parking stickers) must use the parking meters in the Human Resource Services parking lot – the meters take quarters, nickels and dimes. We are unable to provide change.

September 2016
Account Technician I  
$9.78 per hour  
Any one or any combination of the following: One year of accounting/bookkeeping work experience OR 6 semester hours of university course work in accountancy OR 60 semester hours of university coursework in any curriculum.

Account Technician II  
$10.78 per hour  
Any one or any combination of the following: 2 years of accounting/bookkeeping work experience OR 9 semester hours of university course work in accountancy OR 90 semester hours of university course work in any curriculum.

Accountant I  
$14.44 per hour  
Any one or any combination of the following: Bachelor’s degree that includes 12 semester hours in Accounting OR 90 semester hours that includes 12 semester hours in Accounting and 1 year of Accounting work experience OR 60 semester hours that includes 12 semester hours in Accounting and 18 months of Accounting work experience OR 3 years of Accounting work experience.

Admissions/Records Representative  
$12.48 per hour  
High school graduation or equivalent, PLUS a bachelor’s degree, OR three years’ work experience involving collegiate admissions, records analysis or records management, OR a combination of education and experience that equals three years.

Automotive Technician (pre-employment driving record check required)  
$17.94 per hour  
Possession of a valid Illinois driver’s license. Any combination totaling four years from the following categories: 1. professional (i.e. full service commercial, military, governmental, educational) work experience performing general mechanical work on various types of vehicles; 2. college or vocational training beyond high school in automotive repair; 3. successful completion of any of the eight tests given to obtain certification by the National Institute for Automotive Service Excellence (ASE) (one test equals one year) (Only a maximum of 2 years credit for college/vocational training or ASE certification is allowed.).

Brickmason (pre-employment medical history required)  
$42.58 per hour  
Experience sufficient to qualify as a journeyman Brickmason, with a minimum of four (4) years of actual work at the trade, including apprentice or vocational training.

Building Service Worker (pre-employment medical history required)  
Starting wage: $12.62 per hour  
After 6-month probationary period: $14.91 per hour  
Applicants must possess the ability to comprehend basic written instructions and to work nights and weekends.

Carpenter (pre-employment medical history required)  
$38.24 per hour  
Experience sufficient to qualify as a Journeyman Carpenter, with a minimum of four (4) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training.

Cashier III  
$10.26 per hour  
Two years of experience as a cashier with responsibility for receiving, disbursing, and maintaining custody of cash or monetary substitutes for the payment of merchandise OR a combination of one year work experience as a cashier with the above responsibilities AND 12 semester hours of college course work in accountancy, finance, data processing, or management. Two semesters of high school accounting may be substituted for six months experience or 6 semester hours of the above college coursework.

Child Development Supervisor  
$14.13 per hour  
Bachelor’s degree in Early Childhood Education or related field with 18 semester hours in course work directly related to child care (6 of those 18 credit hours must be in birth to 6 years). Copies of CPR or First Aid certifications must be provided to receive credit on the examination.

Clerk  
$9.78 per hour  
High School graduation or equivalent PLUS any one or any combination of the following: Eighteen months (full time) work experience performing routine clerical/secretarial work, including use of computer systems OR 24 hours of college or university coursework in Office Occupations, Business Administration, Business Education or closely-related fields OR 12 months of vocational business training OR 48 hours of college or university coursework in any curriculum.
Chief Clerk
High School graduation or equivalent. Supervisory ability PLUS any one or any combination of the following:
Three (3) years clerical/secretarial work experience; OR Twenty-Four (24) semester hours of college/university course work in Office Occupation, Business Administration, Business Education or closely related fields PLUS 12 months clerical/secretarial work experience; OR One (1) year vocational training which provided a knowledge of generally accepted clerical procedures PLUS 12 months clerical/secretarial work experience; OR Sixty (60) semester hours of college/university course work in any curriculum PLUS 12 months clerical/secretarial work experience.

Culinary Worker I (working title Kitchen Helper) (pre-employment medical history required)
Starting wage: $9.90 per hour
After 6-month probationary period: $10.37

Food Handlers Certificate or Food Service Manager Certification required within 30 days of hire.

Culinary Worker II (working titles: Cooks Helper, Grill Cook or Baker II) (pre-employment medical history required)

Cooks Helper
Starting wage: $11.10 per hour
After 6-month probationary period: $13.02

Grill Cook
Starting wage: $10.33 per hour
After 6-month probationary period: $12.21

Baker II
Starting wage: $10.26 per hour
After 6-month probationary period: $13.67

Six (6) months of experience in food preparation in a commercial setting. Food Handlers Certificate or Food Service Manager Certification required within 30 days of hire.

Culinary Worker III (working titles: Cook or Baker III) (pre-employment medical history required)

Cook
Starting wage: $12.32 per hour
After 6-month probationary period: $14.26

Baker III
Starting wage: $11.32
After 6-month probationary period: $15.40

One (1) year (12 months) of experience in food service cooking in a commercial setting that is comparable to a Culinary Worker II. Food Handlers Certificate or Food Service Manager Certification required within 30 days of hire.

Electrician (pre-employment medical history required) $42.96 per hour
High school graduation or equivalent. Experience sufficient to qualify as a journeyman Electrician, with a minimum of five years of actual work in the trade, including apprenticeship and/or vocational training.

Financial Aid Adviser $11.88 per hour
High School graduation or equivalent PLUS any one or any combination of the following that equals two (2) years: General office experience; OR Associate’s degree; OR 60 semester hours of College/university course work. To score competitively on the examination, it is helpful to have a degree and/or specific financial aid work experience.

Food Service Administrator II (pre-employment medical history required) $13.75 per hour
High school graduation or equivalent PLUS Four years of food service management experience (University training in dietetics, in hotel, restaurant, or institutional management, or in related fields may be substituted, year for year, for experience.). Food Handlers Certificate or Food Service Manager Certification required within 30 days of hire. To score competitively on the examination, proof of education in Dietetics, Hotel Management or Institutional Management and a copy of the Food Service Sanitation Certificate must be provided at the time of testing.
Food Service Sanitation Laborer (pre-employment medical history required)  
Starting wage: $9.90 per hour  
After 6-month probationary period: $11.79 per hour  
Cleanliness. Good work history. Ability to do heavy lifting. Knowledge of simple cleaning solutions and equipment. Food Handlers Certificate or Food Service Manager Certification required within 30 days of hire.

Food Service Stores Laborer (pre-employment medical history required)  
Starting wage: $10.71 per hour  
After 6-month probationary period: $12.63 per hour  
One year of experience in the food service industry (may include sanitation and/or storekeeping duties), such as in a restaurant or cafeteria setting. Must possess the ability to lift heavy objects and follow written instructions. Food Handlers Certificate or Food Service Manager Certification required within 30 days of hire.

Grounds Worker (pre-employment medical history required)  
$12.42 per hour  
Ability to follow simple instructions. To score competitively on the examination, paid experience with grounds or landscaping is required. Additional points are awarded on the examination for possession of a valid CDL license. A photocopy is required with the application to receive credit on the examination.

Interpreter for the Deaf and Hard of Hearing (pre-employment medical history required)  
$15.16 per hour  
High School graduation or GED and proof of licensure at the Intermediate Proficiency level or higher as specified in Section 1515.50 of the Interpreter for the Deaf Act of 2007.

Library Assistant  
$10.78 per hour  
High school graduation or equivalent PLUS any combination totaling 1 year from the following categories:  
(a) work experience performing duties that require general knowledge of library methods and procedures  
(b) college course work in any field as measured by the following conversion table or its proportional equivalent:  
*30 semester hours equals six months  
*60 semester hours or an Associate’s degree equals one year

Mailing Equipment Operator/Expediter I (pre-employment medical history required)  
Possession of a valid State of Illinois driver’s license.  
$10.78 per hour

Medical Assistant (pre-employment medical history required)  
$9.78/$12.79 per hour  
(based on position to be filled)  
High school graduation or equivalent PLUS experience or training from the following categories: one year of work experience and/or training which provided knowledge of clinical procedures and training in vital signs and patient prep for exams, sterilization and maintenance of instruments and equipment and assisting with examinations and minor surgical procedures OR graduation from an accredited Medical Assistant Program.

Motor Vehicle Operator/Mechanic (pre-employment medical history, driving record check and drug/alcohol screening required)  
$13.53 per hour  
Three years of experience in the maintenance and operation of motor vehicles. Possession of a valid State of Illinois CDL Class-B driver’s license with Passenger Endorsement and no restriction for air brakes. Preference will be given to candidates with motor coach bus driving experience.

Nurse I, Staff (pre-employment medical history required)  
Eligibility for licensure as a Registered Professional Nurse with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.  
$18.77 per hour

Office Support Associate  
High school graduation or equivalent plus 18 months of clerical/office support work experience including use of computer systems OR 30 semester hours of college or university course work in office occupations, business administration, business education or closely-related fields OR 18 months of vocational training that provided a knowledge of clerical procedures OR 48 semester hours of college or university course work in any curriculum.  
$9.78 per hour

Office Support Specialist  
High school graduation or equivalent. Three years office experience which included one year of secretarial work experience OR any one or any combination of the following: Two years (24 months) work experience performing clerical/office support work which included the use of computer systems OR 36 semester hours of college or university course work in office occupations, business administration, business education or closely related fields OR 24 months vocational training that provided a knowledge of clerical procedures OR 60 semester hours of college or university coursework in any curriculum PLUS one year secretarial work experience.  
$10.78 per hour
Office Manager $11.88 per hour
High school graduation or equivalent PLUS Twenty-four (24) months of secretarial/office support work experience at the Office Support Specialist level which included supervising staff, budget management, maintaining calendar, composing correspondence, coordinating meetings, travel arrangements, and responding to e-mail.

Painter (pre-employment medical history required) $41.73 per hour
Experience sufficient to qualify as a journeyman painter, with a minimum of four years of actual work at the trade, including apprentice or vocational training.

Parking Services Agent I (pre-employment medical history and driving record check required) $11.32 per hour
High school graduation or equivalent. Valid State of Illinois driver’s license and no record of a conviction of a felony or a crime involving moral turpitude.

Payroll Specialist I $11.88 per hour
One year of experience comparable to Payroll Clerk (Level 1) OR One year of vocational training in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences) OR 12 semester hours in a related business curriculum (such as accounting, business administration, finance, economics, or management sciences) OR 30 semester hours of college course work in any field OR any combination of the above totaling one year. To score competitively on the examination, applicants should have at least four (4) years of payroll experience or a bachelor’s degree in one of the above mentioned curriculums and payroll experience.

Pipefitter (pre-employment medical history required) $46.00 per hour
Certificate of completion of apprenticeship as a Pipefitter under a registered Bureau of Apprenticeship and Training program OR Experience as a journeyman Pipefitter, with a minimum of five (5) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training. The trade for this purpose shall include work normally performed by Pipefitters, Pipefitter Welders, Refrigeration Mechanics, Temperature Control Mechanics, Oil Burner Mechanics, and Lead-burners.

Plumber (pre-employment medical history required) $46.65 per hour
Possession of current State of Illinois Plumber's License PLUS experience sufficient to qualify as a journeyman Plumber, with a minimum of five (5) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training OR Certificate of completion of apprenticeship as a Plumber under a registered Bureau of Apprenticeship and Training program.

Residence Hall Attendant $8.87 per hour
This is a 9-month position with work hours from 10:00 p.m. to 6:00 a.m. The work period is from August 16th through May 15th each year. Social and communications skills needed to deal effectively with residents, guests, residence hall staff, and other university personnel. The ability to work under pressure and/or respond appropriately in emergencies. The ability to learn, follow, and enforce university and residence hall procedures. The ability to keep records for assigned area.

Route Driver (pre-employment medical history, driving record check and drug/alcohol screening required)$12.42/$12.48 per hour (based upon position to be filled)
Possession of a valid driver’s license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent. (i.e. Illinois Class C driver’s license for positions in Materials Management and any Illinois driver’s license for positions in Document Services). To score competitively on the examination, previous work experience in pick-up, delivery, and warehouse work in a commercial setting is required.

Security Guard (pre-employment medical history required) $11.66 per hour
High School graduation or equivalent. Valid driver’s license. No record of conviction of a felony or a crime involving moral turpitude.

Steam & Power Plant I (pre-employment medical history required)- $16.28 per hour
High School graduation or equivalent. Mechanical ability; knowledge of tools and equipment. Ability to lift a minimum of 100 lbs. of mass at a vertical rise to a minimum of 30 inches. Ability and agility to work in locations up to 50 feet above ground. Ability to work in areas that are tight-fitting, dark, and small.

Storekeeper I (pre-employment medical history required) $10.78 per hour
The ability to lift 75 lbs. and store inventory, mathematical ability, attention to detail, good verbal and communication skills as well as basic computer skills are necessary attributes for this position.
**Storekeeper II (pre-employment medical history required)**

One year of work experience performing storeroom functions.

**Telephone Operator II**

One year of experience in the operation of telephone equipment. Acceptable experience is considered as a telephone operator or a major entry receptionist using console type equipment.