UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Division of Specialized Care for Children

3135 Old Jacksonville Road
Springfield, Illinois 62704-6488

January 16, 2015

To: All DSCC Employees

From: Office of Human Resources

Re: Job Posting # 15-030

We have an opening for an Assistant Regional Manager (Civil Service Title: Administrative Assistant), in the Chicago Core Office, salary grade 25.

Minimum acceptable qualifications are:

1. High school graduation or equivalent

2. Any one or any combination totaling five (5) years (60 months) from the following categories:

(a) college course work in business, finance, accounting or a related field:
• 60 semester hours or an Associate's degree equals one (1) year (12 months)
• 90 semester hours equals two (2) years (24 months)
• 120 semester hours or a Bachelor's degree equals three (3) years (36 months)
• Master's degree or higher equals four (4) years (48 months)

(b) progressively more responsible professional, managerial, and supervisory experience that included experience in areas such as supervising staff or job function, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles

*As required by the position to be filled, education, training, and/or work experience in an area of specialization inherent to the position may be required to meet credential requirement #2.

> * One year of experience as a Medical Social Consultant, Nursing Consultant, or Speech and Hearing Consultant with the Division of Specialized Care for Children as outlined by the State Universities Civil Service System.

The University of Illinois at Chicago Division of Specialized Care for Children is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

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