

Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
<p>First Saluki Center/VCSA</p> <p>2nd Floor of Student Services Building</p>	50%	<p>The Graduate Assistant will support the overall mission and goals of the First Saluki Center. Responsibilities include, but not limited to:</p> <ul style="list-style-type: none"> • Assist the assistant dean of students in the day-to-day operation of the peer mentoring and tutoring program. • Develop, coordinate, and facilitate workshops for first-gen students. • Prepare weekly and monthly reports. • Maintain a network of academic, financial, and social resources. • Participate in involvement fairs, NSO, open house, and presentations. • Complete other tasks as assigned. 	<p>Full-time enrollment in an SIU graduate program. Applicants should have previous experience with student services programs, social media, and website management skills.</p> <p>Demonstrated experience in planning, organizing, and coordinating events and activities. Ability to quickly learn, follow through, and consistent in meeting deadlines. Ability to be resourceful and research options to resolve problems. Demonstrate strong verbal, written communication, and interpersonal skills.</p> <p>Demonstrated ability to exercise professional judgement and leadership including the ability to work independently and as a team member. Knowledge and experience working with campus resources and partners. Self-motivated, able to handle multiple tasks, work efficiently.</p>	<p>Fall 2024 Semester</p> <p>Potential for future semesters.</p>	<p>Interested applicants should use the link below to apply and to upload a resume and interest letter.</p> <p>https://form.jotform.com/241065072859157</p> <p>Please no phone calls or visits.</p>	<p>April 30, 2024</p>	<p>1</p>

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