## Graduate Assistant Posting Form

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| Office of Student Engagement – SIU Student Center | 50% | The Office of Student Engagement within the Student Center at Southern Illinois University Carbondale is currently accepting applications for a Graduate Assistant for Engagement. This position will work under direct supervision of the Accountant of the Office of Student Engagement. Primary responsibilities include assisting the Accountant in executing their mission of keeping track of fiscal records for Registered Student Organizations.  
• Assist student groups making deposits  
• Assist student groups making purchases  
• Assist accountant reconciling accounts each month  
• Training student groups on proper accounting procedures  
• Tracking student group accounts and fiscal status | Graduate Assistant for Office of Student Engagement must:  
1. Be an unconditionally admitted Graduate Student at SIU Carbondale,  
2. Demonstrate strong commitment to and understanding of bookkeeping procedures  
3. Have strong personal communication skills and the ability to interact with a wide variety of staff and students  
4. Demonstrate high ability for organization and working under pressure, flexibility and ability to accept responsibility. | Beginning Fall Semester 2024 | To apply, please forward a complete application packet containing the following:  
1. letter of interest  
2. current resume  
3. three references (names, addresses, contact email and phone number) | 8/01/2024 or until filled | 1 |