

## 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
Office of Student Engagement – SIU Student Center	50%	<p>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.</p> <p>Primary responsibilities include assisting the Accountant in executing their mission of keeping track of fiscal records for Registered Student Organizations.</p> <ul style="list-style-type: none"> <li>• Assist student groups making deposits</li> <li>• Assist student groups making purchases</li> <li>• Assist accountant reconciling accounts each month</li> <li>• Training student groups on proper accounting procedures</li> <li>• Tracking student group accounts and fiscal status</li> </ul>	<p>Graduate Assistant for Office of Student Engagement must:</p> <ol style="list-style-type: none"> <li>1. Be an unconditionally admitted Graduate Student at SIU Carbondale,</li> <li>2. Demonstrate strong commitment to and understanding of bookkeeping procedures</li> <li>3. Have strong personal communication skills and the ability to interact with a wide variety of staff and students</li> <li>4. Demonstrate high ability for organization and working under pressure, flexibility and ability to accept responsibility.</li> </ol>	<p>Beginning Fall Semester 2024</p> <p>To be reviewed each semester for possibility of renewal</p>	<p>To apply, please forward a complete application packet containing the following:</p> <ol style="list-style-type: none"> <li>1. letter of interest</li> <li>2. current resume</li> <li>3. three references (names, addresses, contact email and phone number)</li> </ol> <p>Forward to: Office of Student Engagement ATTN: Tracy Lake Mail Code 4425 Southern Illinois University Carbondale, 1255 Lincoln Drive, Carbondale, IL 62901-4407.</p> <p>Electronic applications may be submitted to <a href="mailto:getinvolved@siu.edu">getinvolved@siu.edu</a></p>	8/01/2024 or until filled	1

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