

Graduate Assistant Posting Form
Publications Graduate Assistant

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
SIU Press	25%	<p>Assist with submission tracking and evaluation (proposals and manuscripts), illustration review, permissions, copyediting, page layout, checking page proof, index preparation, and e-book creation. Assist with promotion and publicity (mailing lists, book review lists, book displays, website, entering and editing metadata, etc.). Perform clerical duties as assigned. Assist with special projects and other related duties as assigned.</p> <p>Attend staff meetings as requested and as time allows.</p>	<p><u>Required qualifications:</u> Enrolled in Graduate School at SIU Carbondale. Basic familiarity with the <i>Chicago Manual of Style</i>, <i>MLA</i>, and/or <i>APA</i> rules and guidelines; advanced knowledge about the rules of English writing and grammar; practical understanding of Word, Excel, Outlook, and Adobe Acrobat; strong attention to detail and excellent organizational skills.</p> <p><u>Preferred qualifications:</u> Majors in English or other humanities or marketing; experience with Adobe Creative Suite and/or Canva; demonstrated interest in publishing</p>	August 16, 2024 through December 6, 2024	<p>Please complete an application and upload a resume and cover letter, stating your interest in the position and how you meet the qualifications, to SIU Press at https://lib.siu.edu/about/employment/graduate-assistantships.php.</p> <p>Phone calls or walk-in inquiries are not welcome.</p>	August 1, 2024 or until filled	1