## Graduate Assistant Posting Form

<table>
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<tr>
<th>Department Name and Location</th>
<th>% of Time</th>
<th>Job Description</th>
<th>Qualifications</th>
<th>Time Period of Position</th>
<th>How to Apply</th>
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| SIU Food Pantry Coordinator       | 50%       | * Oversees and facilitates cooperative leadership and operations of the Saluki Food Pantry.                                                                                                                  | • Excellent interpersonal skills and written and oral communication skills  
• Experience in creating work teams or programs and managing volunteers  
• Able to adapt to a changing environment with competing priorities  
• Ability to communicate with marginalized students  
• Previous experience working with sensitive topics  
• Experienced in the computer applications of MS Word, MS Excel, MS PowerPoint and Prezi. | Fall 2022-Spring 2023 | Please email resume, cover letter, and references to: Kent Epplin, Associate Director of SIU Student Center: kepplin@siu.edu with “SIU Food Pantry GA Applicant” in the subject line. | Open until filled       | 1                   |
| for Student Center                |           | * Plan and coordinate food drives on and off campus  
* Schedule, supervise, train, and manage volunteers.  
* Stock, inventory and place regular food orders  
* Maintain inventory documentation, financial records and donation records  
* Market and promote the Saluki Food Pantry during events on and off campus.  
* Prepare and present reports to fiscal sponsor and attend meetings of the fiscal sponsor and partner organizations  
* Maintain the highest levels of confidentiality when dealing with student information and sensitive situations | | | | |

*For Administrative Positions Only.

*Please keep “Job Description” and “Qualifications” to a minimum.

*Please supply specific “Deadline to Apply” date. Posting will be removed after this date.

*Must post for a minimum of 14 days.

*Please fill out this form and email as an attachment to gaoffice@siu.edu and charris@siu.edu