**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. This position will work under direct supervision of the Assistant Director of Student engagement and Programming in the Office of Student Engagement. Primary responsibilities include assisting the Office of Student Engagement in executing their mission of enhancing student learning and development through their services and programs.  
- Facilitate the creation, implementation and evaluation of a diverse range of new programs and continue annual events sponsored by OSE  
- Assist in oversight of Registered Student Organizations (RSOs)  
- Assist with Leadership Programs  
- Represent department on occasion at University sponsored programs such as orientations, open houses and other events  
- Facilitate leadership trainings and workshops  
- Other duties as assigned including but not limited to assessment and evaluations | 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 event programming and management,  
3. Have direct experience in student programming, student organization advising, marketing or event management  
4. Demonstrate high motivation, good interpersonal skills, flexibility and ability to accept responsibility. | Beginning Spring Semester 2023 or as soon as possible | 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) | 12/9/2022 or until filled | 1 |
*For Administrative Positions Only.

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

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

*Must post for a minimum of 14 days. Please inform us when position is filled and we will remove from the Web.