

**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
Evaluation and Developmental Center  500 S. Lewis Lane Carbondale, IL 62901	50%	Rehabilitation Employment Specialist– Primary responsibilities include: Providing job placement services with individuals with disabilities for competitive employment in the community, supervising consumers in on-the-job evaluations and supported employment situations, providing job coaching as needed, developing relationships with employers to assist individuals to obtain employment, complete job analysis, provide job readiness training, monitor and report progress to supervisor and IL DRS Counselors.	Minimum: 1) Admission to Graduate School and a degree program 2) Student in good standing 3) Minimum GPA of 3.0 4) Bachelor’s degree in rehabilitation or related human service field 5) Valid U.S. driver’s license for a minimum of 3 months; good driving record 6) Must be able to pass a background check 7) The ability to self-initiate, good problem-solving skills, good interpersonal skills, open to supervision, punctuality, good time management skills, organizational skills, good oral and written communication. 8) Ability to work with individuals with various disabilities  Preferred Qualifications: 1) Enrolled in a Master’s Degree program in a human service-related field 2. Business, marketing, and community outreach experience	Starting Spring, 2025	Submit a letter of interest and resume to:  Director Evaluation and Developmental Center 500C Lewis Lane Carbondale, IL 62901  Or via email to: lhenson@siu.edu	FALL: Dec 15, 2024  Open until filled	2

\*Please fill out this form and email as an attachment to [GAOffice@siu.edu](mailto:GAOffice@siu.edu).