

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
SIU Food Pantry Coordinator for the Student Center	50%	<p>*Oversees and facilitates cooperative leadership and operations of the Saluki Food Pantry</p> <p>*Plans and coordinates food drives on and off campus</p> <p>*Recruits, trains, schedules, and supervises volunteers</p> <p>*Stocks inventories and places regular food orders</p> <p>*Maintains inventory documentation, financial records and donation records</p> <p>*Markets and promotes the Saluki Food Pantry during events on and off campus</p> <p>*Prepares and presents reports to fiscal sponsor and attends meetings of the fiscal sponsor and partner organizations</p> <p>* Maintains the highest level of confidentiality when dealing with student information and sensitive situations</p>	<p>*Admitted to a Master’s program at SIU</p> <p>*Experience with tracking and reporting of data</p> <p>*Experience in creating and implementing events and programs</p> <p>*Experience of managing volunteers or groups of people</p> <p>*Excellent interpersonal, written, and oral communication skills</p> <p>*Able to adapt to a changing environment with competing priorities</p> <p>*Previous experience working with sensitive topics or situations</p>	Fall 2025-Spring 2026	<p>Please email your cover letter, resume, and references to Emily Spann, Associate Director of SIU Student Center.</p> <p>Email: foodpantry@siu.edu with “GA Saluki Food Pantry Applicant” in the subject line.</p> <p>No walk-ins or phone calls, please.</p>	Friday, April 11, 2025.	1