**Graduate Assistant Posting Form\***

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| **Department Name and Location** | **% of Time** | **Job Description** | **Qualifications** | **Time Period of Position** | **How to Apply** | **Deadline to Apply** | **Number of Positions** |
| Student Center Craft Shop Room 33 A Lower level of the Student Center SIUC Campus  | 25% | **Job Description:** This position is an Assistant to the Coordinator of the Student Center Craft Shop focusing on ceramic technical duties.Technical duties include managing clay studio, mixing clay, cleaning, glazes, loading kilns, emailing craft shop users status projects.Duties also include assisting and teaching various art lessons for summer youth art camp workshops, private lessons, field trip, outreach program held at the Craft Shop. Duties also will include assisting a with retail shop using the register, stock inventory as well as assisting customers walk in activities for adult and children as needed. | **Job Requirements:** This position requires a high degree of knowledge in ceramics, art, craft, and art history and have the able to teach both children and adults art processes.Also required is the ability to use a cash register, stock retail shop, work with the public in customer, relations, teaching skills, retail skills, and supervisory skills are required. Ceramics experience is required. | SummerSemester 5/12/2025- 8/15/2025 | **How to apply: email resume to Stephanie Dukat, Craft Shop Coordinator, Student Center** **Email to** **Stephanie Dukat****craftshop@siu.edu****Subject Line: GA Posting****Include: 3 – 5 images clay/art experience** **No phone contacts.**  | May 1, 2025 | 1 |

**Departmental Instructions Only**

**\*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** **mailto:gaoffice@siu.edu****.**