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
Morris Library, Library Affairs	50%	**The Administrative Operations Graduate Assistant -** Supports Library Affairs in planning and executing events and assists the Administrative Office with a variety of tasks and duties supporting daily operations. Responsibilities include managing event scheduling, coordinating with customers and university departments, overseeing setup (furniture, technology, signage), and providing on-site event support. The role also involves training and supervising student workers, administering the Event Management System (EMS), and assisting with administrative tasks like answering phones and updating event information. Strong organizational, communication, and multitasking skills are essential, along with availability for evenings and weekends. This position provides hands-on experience in event planning and administrative coordination in a dynamic library setting. Performs other duties as assigned.	Admission to Graduate School and acceptance into an academic degree program. Excellent interpersonal skills and ability to work effectively with the public, students and other university staff, and multiple audiences. Excellent written and verbal skills. Knowledge of and adherence to protocol. Candidate must be easy-going, self-starter, friendly, confident, detail-oriented, flexible, positive, outgoing and focused. Ability to coordinate multiple details required for overall planning; work a flexible schedule, including nights and weekends; exercise sound judgment and make decisions under pressure; think creatively and work efficiently and independently. Preferred Qualifications: Previous experience in event coordination; Microsoft Office proficiency; and excellent customer service skills.	**January 1, 2025 to May 15, 2025**	Submit a completed application form, official Spring 2025 Class Schedule, and a current resume/CV on our website at: https://lib.siu.edu/about/employment/	January 1, 2025, or until filled	1

*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