Graduate Assistant Posting Form

Publications Graduate Administrative Assistant

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department Name and Location** | **% of Time** | **Job Description** | **Qualifications** | **Time Period of Position** | **How to Apply** | **Deadline to Apply** | **Number of Positions** |
| SIU Press | 25% | Assist with promotion and publicity (mailing lists, book review lists, book displays, website, entering and editing metadata, etc.). Assist with submission tracking and evaluation (proposals and manuscripts), illustration review, permissions, copyediting, page layout, checking page proof, index preparation, and e-book creation. Perform clerical duties as assigned. Assist with special projects and other related duties as assigned.Attend staff meetings as requested and as time allows.  | Required qualifications:Enrolled in Graduate School at SIU Carbondale. Basic familiarity with the *Chicago Manual of Style, MLA,* and/or *APA* rules and guidelines; advanced knowledge about the rules of English writing and grammar; practical understanding of Word, Excel, Outlook, and Adobe Acrobat; strong attention to detail and excellent organizational skills.Preferred qualifications: Majors in English or other humanities or marketing; experience with Adobe Creative Suite and/or Canva; demonstrated interest in publishing  | August 16, 2025through December 15, 2025  | Please complete an application and upload a resume and cover letter, stating your interest in the position and how you meet the qualifications, to SIU Press at <https://lib.siu.edu/about/employment/graduate-assistantships.php>.Phone calls or walk-in inquiries are not welcome.  | July 1, 2025 or until filled | 1 |

**\***