**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. Hours include evenings and weekends. Main responsibilities include the supervision of ceramic studio and clay mixing operations. Activities including adult and children's workshops and outreach programs. Also assisting with slip, concrete and plaster casting. In absence of a supervisor provides general management of the Craft Shop. This position recruits’ participants, runs and maintains equipment and facilities. This position requires participation in some major University events and open houses. 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. Other duties as assigned. | **Job Requirements:** This position requires a high degree of knowledge in ceramics, clay bodies, glaze chemistry, slip casting, electric kiln operation/ maintenance and other art related equipment. The ability to work with the public in customer relations, teaching skills, retail skills, and supervisory skills are required. General arts and crafts knowledge. Supervisory skills are required.  Must have wheel throwing experience. | Fall 2025 and Spring 2025 Semester  August 18 –  May 9 | **How to apply: email resume to Stephanie Dukat, Craft Shop Coordinator, Student Center**  **Email resume & cover letter including of 3-5 images of ceramics work to**  **Stephanie Dukat**  [**craftshop@siu.edu**](mailto:craftshop@siu.edu)  **Subject Line: GA Posting**  **No phone contacts.** | May 15, 2025 | 1 |

**\*For Administrative Positions Only.**

**\*Please keep “Job Description” and “Qualifications” to a minimum.**

**\*Please supply a 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 it as an attachment to** [**gaoffice@siu.edu**](mailto:gaoffice@siu.edu)