

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
Student Center, Building Manager	50%	<p>*Manages Student Center facility on nights and weekends</p> <p>*Oversees events in the Student Center and ensure compliance with Student Center policies</p> <p>*Provides excellent customer service to students, on-campus departments, and off-campus customers</p> <p>*Assists with events which includes meeting the customer, managing room set-ups and changes, setting up signage, troubleshooting audio-visual needs, collaborating with subforman, etc.</p> <p>*Ability to communicate with Campus Safety about safety issues within the facility</p> <p>*Supervises general building usage which includes reporting of event attendance and public access, monitoring of building equipment, reporting of maintenance needs, etc.</p> <p>*Knowledge and enforcer of building policies, procedures, and rates</p> <p>*Assists with other duties as assigned.</p>	<p>*Admitted to a Master’s program at SIU</p> <p>*Night and weekend availability</p> <p>*Experience in leading a group, working in a management role, or holding a leadership position</p> <p>*Ability to adapt to a changing environment with competing priorities</p> <p>*Excellent interpersonal and communication skills</p> <p>*Experience in providing excellent customer service</p> <p>*Applicant must be punctual and reliable</p> <p>*Experience with events preferred but not required</p> <p>*Experience with audio/visual equipment preferred but not required</p>	Spring 2025	<p>Please email your cover letter, resume, and references to</p> <p>Emily Spann, Associate Director of SIU Student Center.</p> <p>Email: scbm@siu.edu with “GA Building Manager Applicant” in the subject line.</p> <p>No walk-ins or phone calls, please.</p>	Applications will start to be reviewed Friday, October 25	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**