Graduate Assistant Position Available

Department Name: Center for Service-Learning and Volunteerism

Time Commitment: 50% (20 hours per week)

Job Description:
- Prepare the Saluki Volunteer Corps Events listing
- Implement presentations about the Center’s programs
- Complete data entry on student volunteers
- Help develop and implement new civic engagement initiatives
- Generate reports for students and student organizations
- Develop and post materials on the website
- Assist with marketing, volunteer recruitment and tasks related to the Center

Qualifications:
- Unconditional admission to Graduate School at SIU
- Previous experience organizing service projects, or experience with AmeriCorps
- Strong verbal and written communication skills and attention to detail
- Strong computer skills, especially knowledge of Microsoft Access and website development
- Ability to work with students, community entities, faculty and staff, or diverse backgrounds
- Willingness to work some evenings and weekends

Time Period: August 1, 2015 to May 15, 2016

How to Apply:
Send a letter of interest, resume that includes the name and phone number for three references to service.learning@siu.edu or:
Center for Service Learning and Volunteerism
Student Services Building, Rm. 491
Mail Code 4308
Southern Illinois University Carbondale
1263 Lincoln Drive
Carbondale, IL 62901

Deadline to Apply: March 31, 2015

Number of Positions Available: 1