Position Title: Graduate Assistant for Student Involvement

Description: Work as a part of a team to produce leadership opportunities and maintain communication with Registered Student Organizations (RSOs).

Responsibilities: Graduate Assistant will participate in assignments that will provide them with a broad experience base within the various functions of the student life profession. The assignments will include but are not limited to:

- Oversee the Registered Student Organization (RSO) certification process via OrgSync software
- Coordination of two Involvement Fairs within the academic year
- Facilitate leadership trainings and workshops
- Co-coordinate annual Leadership & Involvement Awards
- Co-advises Leadership Honor Society
- Represent department on occasion at University sponsored programs such as orientation, open houses and other special events
- Other duties as assigned

Qualifications: Previous experience and leadership role(s) in a Registered Student Organization and/or participation in a leadership development program. Applicants should be currently enrolled or granted admission to SIU graduate program, have strong oral and written communication skills, positive attitude, willingness to work in a team environment, excited to create and implement new leadership development opportunities & the ability to work varied hours in response to changing program activity schedules. Preference to candidates in College Student Personnel or educational related graduate program.

To Apply: Submit a cover letter, names of 3 references, & resume to hmbrake@siu.edu.

Compensation: $1488/month (12 month, 50% time Graduate Assistant Rate) plus 100% tuition waiver for in & out of state residents