

GRADUATE ASSISTANT POSTING

POSITION TITLE:	Administrative Operations Graduate Assistant
NUMBER OF POSITIONS/PERCENT:	1 Master's Administrative Assistant at 50% (20 hours per week) Note: See taxation FAQs – link below. https://gradschool.siu.edu/cost-aid/administrative-assistantship-taxation.php
TIME PERIOD OF POSITION:	SU25 May 16, 2025 - August 15, 2025 and/or FA25/SP26 August 16, 2025 – May 15, 2026
UNIT:	Library Administration Office
CONTACT PERSON and EMAIL:	Terri Elliott – telliott@siu.edu

GENERAL RESPONSIBILITIES:

The Administrative Coordinator Graduate Assistant supports the Library Affairs Administrative Office in planning and executing events and assists the Administrative Office with a variety of tasks and duties supporting daily operations. Responsibilities include managing event scheduling, coordinating with customers and university departments, overseeing setup (furniture, technology, signage), and providing on-site event support. The role also involves training and supervising student workers, administering the Event Management System (EMS), and assisting with administrative tasks like answering phones and updating event information. Strong organizational, communication, and multitasking skills are essential, along with availability for evenings and weekends. This position provides hands-on experience in event planning and administrative coordination in a dynamic library setting. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Admission to Graduate School and acceptance into an academic degree program. Excellent interpersonal skills and ability to work effectively with the public, students and other university staff, and multiple audiences. Excellent written and verbal skills. Knowledge of and adherence to protocol. Candidate must be easy-going, self-starter, friendly, confident, detail-oriented, flexible, positive, outgoing and focused. Ability to:

- coordinate multiple details required for overall planning;
- work a flexible schedule, including nights and weekends;
- exercise sound judgment and make decisions under pressure;
- think creatively and to work efficiently and independently.

PREFERRED QUALIFICATIONS:

- Previous experience in event coordination.
- Microsoft Office proficiency.
- Excellent customer service skills.

TO APPLY:

Visit our website at <https://lib.siu.edu/about/employment/> under Graduate Assistantships to complete the online application for this position, use the following link <https://forms.office.com/r/NhHH10RDdR> or use the QRC below:



DATE OF POSTING:	April 17, 2025
DEADLINE FOR APPLICATION:	May 9, 2025