Completing a Graduate Assistant Application for Library Affairs

Potential as well as currently enrolled graduate students are encouraged to apply for graduate assistantships in Library Affairs when positions are open. Any available graduate assistantships in Library Affairs are posted on the Library Affairs website at https://www.lib.siu.edu/about/employment/index.php and on the jobs bulletin board located south of the Circulation Desk on the first floor of Morris Library.

Instructions for Applicants

- You must **complete a separate application for each position** for which you wish to apply.
- Please complete **ALL** sections of the application.
- Library Affairs **only accepts applications for specific positions posted**. If you do not complete the “Position Applying For” field, your application will not be processed and you will not receive consideration for the position.
- When there are no GA openings, the Library will not accept GA applications.
- Applicants who do not meet the required qualifications outlined in the posted position description will not receive consideration for the position.
- Applications received after the posted application deadline will not receive consideration for the position.

Application Form

- Application forms can be downloaded from the Library Affairs website at [https://www.lib.siu.edu/about/employment/index.php](https://www.lib.siu.edu/about/employment/index.php). Printed applications are available Monday through Friday, 8:00am – 4:30 pm, from the Library Affairs Administrative Office in Morris Library Room 290 on the second floor.
- Your completed application should be printed and sent either by campus or U.S. mail to the address listed below or hand-delivered to the Library Affairs Administrative Office in Morris Library Room 290 on the 2nd floor, Monday through Friday, 8:00am – 4:30 pm. The application can also be sent to: jm.looft@siu.edu.
- Your application must be completed and turned in to the Library Affairs Administrative Office, and not to anyone else in Library Affairs, to be considered for the position.

Eligibility Review / Interview Process

- If there is a contact name listed on the job posting, you may contact that person with questions regarding the position.
- Library Affairs administrative staff and supervisors review applications submitted to determine eligibility and contact those candidates that are eligible to be interviewed.
- **Candidates will only be contacted if they have been selected for an interview.** Candidates not selected for an interview or determined to be ineligible for the position will not be contacted.
- When a position is filled, the job posting is removed from both the Library Affairs website and the Morris Library jobs bulletin board.

Contact Information:
Graduate Assistantship Applications
Library Affairs Administration Office
Morris Library Room 290 Mail code 6632
Southern Illinois University Carbondale
605 Agriculture Drive
Carbondale, IL 62901

Personnel Coordinator: jm.looft@siu.edu
PLEASE NOTE: Library Affairs only accepts applications for open positions. Library Affairs does not accept applications when there are no openings. You must complete a separate application for each position for which you wish to apply. Applicants who do not meet the minimum required qualifications outlined in the posted position description, as well as applications received after the posted application deadline, will not receive consideration. Candidates will only be contacted if they have been selected for an interview.

Position Applying For: 

Date of Application: _______________ Number of Enrolled Hours for First Semester of Employment: ________

Full Name: ____________________________________________

LAST                                                               FIRST                                                               M.I.

SIU Dawg Tag Number: ___________________________ SIU AIS Number: ___________________________

Local Address: _____________________________________________

Street Address, Apt/Unit # City, State, Zip

Phone Number(s): _____________________________________________

E-Mail Address: _____________________________________________

Date of Acceptance to SIU Graduate School: _____________________________

Graduate Major/Minor: ___________________________________________ College: ___________________________

Graduate Program Entry Date: _____________________________ GPA: ________

Expected Date of Graduation from Graduate Program: _____________________________

Are you a citizen of the United States? _______ Yes _______ No

If No, are you authorized to work in the U.S.? _______ Yes _______ No

Visa Type: _____________________________________________
Education

Institution: ____________________________________________ Location

Name ____________________________ ____________________________

From: ______ / _____ To: _____ / ______ Did you graduate? _____ Yes _____ No

Major/Minor: ____________________________________________

Institution: ____________________________________________ Location

Name ____________________________ ____________________________

From: ______ / _____ To: _____ / ______ Did you graduate? _____ Yes _____ No

Major/Minor: ____________________________________________

Institution: ____________________________________________ Location

Name ____________________________ ____________________________

From: ______ / _____ To: _____ / ______ Did you graduate? _____ Yes _____ No

Major/Minor: ____________________________________________

Work Experience

Have you previously worked on the SIU campus? _____ Yes _____ No

If yes, where and in what capacity? ____________________________________________

____________________________________________________________________________

(List details on next page with other work experience)

Have you previously worked in an academic library? _____ Yes _____ No

If yes, where and in what capacity? ____________________________________________

____________________________________________________________________________

(List details on next page with other work experience)
| Company / Organization Name: | ____________________________ |
| Company Address:            | Street Address | City, State, Zip |
| Supervisor:                | Supervisor Name | Supervisor E-Mail Address |
| May we contact this supervisor? | Yes | No |
| Your Job Title:            | ___________ | ___________ |
| Your Major Responsibilities: | ____________________________ |
| Company / Organization Name: | ____________________________ |
| Company Address:            | Street Address | City, State, Zip |
| Supervisor:                | Supervisor Name | Supervisor E-Mail Address |
| May we contact this supervisor? | Yes | No |
| Your Job Title:            | ___________ | ___________ |
| Your Major Responsibilities: | ____________________________ |
| Company / Organization Name: | ____________________________ |
| Company Address:            | Street Address | City, State, Zip |
| Supervisor:                | Supervisor Name | Supervisor E-Mail Address |
| May we contact this supervisor? | Yes | No |
| Your Job Title:            | ___________ | ___________ |
| Your Major Responsibilities: | ____________________________ |
Skills

Library Skills:

Computer Skills:

Other Skills:

Professional References

Name: ___________________________________  Title: ________________________________
Company/Organization: _____________________________________________________________
Phone: ___________________________  E-Mail: _______________________________________

Name: ___________________________________  Title: ________________________________
Company/Organization: _____________________________________________________________
Phone: ___________________________  E-Mail: _______________________________________

Name: ___________________________________  Title: ________________________________
Company/Organization: _____________________________________________________________
Phone: ___________________________  E-Mail: _______________________________________

I certify that all my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information on my application or during my interview may result in disciplinary action up to, and including, termination.

________________________________________  ____________________________________
Applicant Signature  Date

You may submit a resume in addition to this application.
Southern Illinois University Carbondale is required by the federal government to submit certain information about applicants to ensure our compliance with equal employment opportunity regulations and to monitor the University Affirmative Action Program.

Submission of this information is strictly voluntary on your part.

Name (Optional): ____________________________  Date: ____________________________

Graduate Assistant Position Title for Which You Applied: ______________________________________________________

______ American Indian / Alaskan Native
______ Asian
______ Black
______ Hispanic
______ Native Hawaiian or Other Pacific Islander
______ White

Gender: ______ Female ______ Male

Are you a Veteran? ______ Yes ______ No

Are you a Vietnam era Veteran (served more than 180 days on active duty between February 28, 1961 and May 7, 1975)?

______ Yes ______ No