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. 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.
- 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: stulis@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: ____________________________________________________________

Name __________________________ Location ____________________________

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

Major/Minor: ________________________________________________________

Institution: __________________________________________________________

Name __________________________ Location ____________________________

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

Major/Minor: ________________________________________________________

Institution: __________________________________________________________

Name __________________________ Location ____________________________

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)
# Work Experience (continued)
(Attach additional pages if necessary.)

| Company / Organization Name: | _____________________________ |
| Company Address: | _____________________________ |
| Street Address | City, State, Zip |
| Supervisor: | _____________________________ |
| Supervisor Name | _____________________________ |
| Supervisor E-Mail Address | _____________________________ |
| May we contact this supervisor? | Yes | No |
| Supervisor Phone | _____________________________ |
| 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 |
| Supervisor Phone | _____________________________ |
| 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 |
| Supervisor Phone | _____________________________ |
| 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