

## GRADUATE ASSISTANT POSTING

POSITION TITLE:	<b>Publications Graduate Administrative Assistant</b>
NUMBER OF POSITIONS/PERCENT:	<b>1 Graduate Administrative Assistant Position</b> <b>25% time (10 hours per week)</b> <b>Note: See taxation FAQs – link below:</b> <b><u><a href="https://gradschool.siu.edu/cost-aid/administrative-assistantship-taxation.php">https://gradschool.siu.edu/cost-aid/administrative-assistantship-taxation.php</a></u></b>
TIME PERIOD OF POSITION:	<b>Fall 2025 Semester</b> <b>(August 16, 2025 through December 15, 2025)</b>
UNIT:	<b>SIU Press</b>
CONTACT PERSON and EMAIL:	<b>Kristine Priddy, <u><a href="mailto:applySIUPressGA@siu.edu">applySIUPressGA@siu.edu</a></u></b>

### GENERAL RESPONSIBILITIES:

- Assist with promotion and publicity (mailing lists, book review lists, book displays, website, entering and editing metadata, etc.). Assist with submission tracking and evaluation (proposals and manuscripts), illustration review, permissions, copyediting, page layout, checking page proof, index preparation, and e-book creation. Perform clerical duties as assigned. Assist with special projects and other related duties as assigned.
- Attend staff meetings as requested and as time allows.

### REQUIRED QUALIFICATIONS:

- Enrolled in Graduate School at SIU Carbondale
- Basic familiarity with the *Chicago Manual of Style*, *MLA*, and/or *APA* rules and guidelines
- Advanced knowledge about the rules of English writing and grammar
- Practical understanding of Word, Excel, Outlook, and Adobe Acrobat
- Strong attention to detail and excellent organizational skills

### PREFERRED QUALIFICATIONS:

- Majors in English or other humanities or marketing
- Experience with Adobe Creative Suite and/or Canva
- Demonstrated interest in publishing

### TO APPLY:

Visit our website at **<https://lib.siu.edu/about/employment/>** to complete the online application for this position or use the QRCode below. No phone calls or walk-ins, please.

DATE OF POSTING:	<b>May 7, 2025</b>
DEADLINE FOR APPLICATION:	<b>July 1, 2025 or until filled</b>

Graduate Assistant Application -  
SIU Press - Fall 2025

