

Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
SIU Alumni Association 900 S Normal Ave., Carbondale, IL	50%	SIU Alumni Association seeks a graduate student to oversee and manage daily duties within the business and finance areas of the department. Duties will include but not be limited to: 1. Reconciliation of credit card statements with accounts. 2. Monthly preparation of journal entries. 3. Development and manage processes for student workers (including process improvements). 4. Special projects with Directors at the Association. 5. Assist with organization and administration of events. 6. Process deposits and payments.	Candidates need to be adaptable, punctual, courteous, motivated, and have the ability to work well on their own as well as on a team. The environment can be fast-paced, and deadlines are present. Candidates should also have: <ul style="list-style-type: none"> • Admitted to a Master’s program at SIU. • Exceptional oral and written communication skills. • QuickBooks online experience and/or a quick learner. • Proficient in Microsoft Office. Advanced Excel skills • Prior knowledge of the SIU Alumni Association 	8/19/24-05/09/25	Send a letter of interest, a resume, and the names, addresses, and phone numbers of three references to: Tibretta Reiman Corporate Secretary tibrettar@alumni.siu.edu	May 23, 2024	1