

Southern Illinois University Carbondale Extended Campus invites applications for two (2) extra-help program/student advisor positions located in Lake County, IL.

- One extra-help position will be located at the University Center of Lake County in Grayslake, IL. This position will serve as the site liaison, providing academic advisement and administrative services for SIU Carbondale's Bachelor of Science Degrees in Elementary Education and Special Education. Additional responsibilities include marketing and supporting all online and seated Bachelor of Science Degree programs offered in the Chicago area.
- One extra help position will be located at Naval Station Great Lakes in Great Lakes, IL. This position will serve as the site liaison, providing academic advisement and administrative services for SIU Carbondale's Bachelor of Science Degree in Workforce Education and Development. This position works closely with active and retired military as well as the civilian population. Additional responsibilities include marketing and supporting all online and seated Bachelor of Science Degree programs offered in the Chicago area. Applicants will be subject to a background check for military site access to Naval Station Great Lakes.

Function: The Program/Student Advisor disseminates information to students on degree requirements, provides services, publicizes and promotes academic programs, acts as a liaison between students and campus, provides students with financial advisement, ensures the maintenance of all required files and processing of required forms and documents, and manages the office to which assigned.

Required Qualifications: Bachelor's degree by date of hire, available to work some Saturdays and evenings and proficiency in Outlook and Microsoft Office.

Preferred Qualifications: The successful applicant should demonstrate excellent interpersonal communication abilities and exemplary writing skills.

Additional Benefits: Conversion from an extra-help contract after six (6) months to a civil service contract will be contingent upon successful performance and the budget. Upon conversion to a civil service employee, benefits include full tuition reimbursement.

Salary: \$13.71 per hour.

Application Deadline: February 1, 2019 or until a suitable applicant is found.

To Apply: Send a letter of interest, a resume, copy of transcripts, and the names, addresses, telephone numbers and e-mail addresses of three professional references who can attest to the applicant's character and qualifications for this position to:

Program/Student Advisor Search
Southern Illinois University
1200 University Center Drive
Grayslake, Illinois 60030

cathy.resman@siu.edu

SIU Carbondale is an affirmative action/equal opportunity employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.