



Southern Illinois University Edwardsville | Morris University Center

Title of Position:	Event Services Graduate Assistant
Contact:	Kim Olson Event Services Coordinator kiolson@siue.edu
Number of Positions available:	1
Contract Length:	One semester contract with option to renew
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$896-\$1100 per month

Position Description:

The Scheduling Assistant, under the supervision of the Special Events Facilitator, will be responsible for scheduling and managing on campus events held within the Morris University Center. The Scheduling Assistant duties will include, but are not limited to, supervision of the student schedulers, training and interviewing perspective student employees, coordinating staff meetings, and representing the Event Services office in cross campus committees. Applicant must be available for evenings, weekends, and other University events as required.

Required Qualifications:

1. Must be admitted into a graduate program at SIUE and related field of study
2. Experience in event planning and management, supervision of student employees and knowledge of the University Center is preferred
3. Must be available to share in supervision of evening and weekend events.