### Graduate Assistant Posting Form

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| Achieve Program             | 50        | Case management and supervision of students with learning disabilities and differences. Duties include tracking of academic progress, regular communication with instructors, advisors, parents, and students. Assist with reading, writing, and teaching students effective study strategies and skills. Provide organizational assistance and time management solutions. Weekly meetings with students for planning and follow-up. Respond in timely and efficient manner to student issues as they arise. General office duties including regular computer use, maintaining detailed logs, and professional report writing. | - Graduate student at SIUC  
- GPA 3.0 or above (undergraduate or graduate)  
- Excellent command of oral and written English language  
- Effective communication skills  
- Ability to interact with diverse populations  
- Good customer service skills  
- Good time management  
- Organizational skills  
- Must have time and cognitive flexibility to resolve issues and provide solution to students  
- Must be available to work blocks Monday through Friday totaling 20 hours a week.  
- Preference given to those with experience working with LD populations. | Aug 10 - Dec 11, 2020  
**Must meet Graduate School requirements for registration for any semester to hold contract.**  
Contracts for subsequent semesters dependent on performance and department need. | Send cover letter, resume, unofficial copies of transcripts, and contact information for three references.  
Mail: Achieve Program  
Leslie Love  
Southern Illinois University  
870 Lincoln Drive MC 6832  
Carbondale, IL 62901  
Or  
Email: Leslie Love  
llove@siu.edu | Feb 21, 2020 | 3-4 |