Southern Illinois University Carbondale invites applications for one (1) extra-help program/student advisor position to serve students in the Special Education cohort located at the Wabash and Ohio Valley Special Education School District- Norris City, IL. However, as the Special Education program expands, this will require the position to travel to other locations where the cohorts are located. This position will serve as the site liaison, providing academic advisement and administrative services for SIU Carbondale’s Bachelor of Science Degree in Special Education.

**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, proficiency in Microsoft Outlook and Microsoft Office and one year of experience in customer service.

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

**Salary:** $13.85 per hour.

**Application Deadline:** Accepting applications until a suitable applicant is found.

**To Apply:** Send a letter of interest, an extra-help application, a resume, a 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.

The extra-help application can be found at: https://hr.siu.edu/employment/extra-help.php and must be submitted with the other items to the email or mailing address below:

Program/Student Advisor Search-Norris City
Southern Illinois University Extended Campus
850 Lincoln Drive, MC 6513
Carbondale, IL 62901

ecpersonnel@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.*

Stacy Peach, Human Resources
Ashley Pollowell, Affirmative Action