

Southern Illinois University Carbondale invites applications for one (1) extra-help program/student advisor position at Marine Corps Air Station (MCAS) Cherry Point, NC. This position will serve as the site liaison, providing academic advisement and administrative services for SIU Carbondale's Bachelor of Science Degree in Aviation Management. Serving in the extra-help position will not prevent one from applying for the Civil Service position when that position becomes available.

Function: We are seeking a dynamic individual that enjoys working with students, marketing and recruitment, and customer service. 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 Office, and one year of experience in customer service.

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

Applicants may be subject to background check for military site access.

Salary: \$15.24 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-MCAS Cherry Point
Southern Illinois University Extended Campus
850 Lincoln Drive, Mail Code 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.

SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.