

Southern Illinois University Carbondale invites applications for one (1) extra-help program/student advisor position at Harry S. Truman College in Chicago, IL. This position will serve as the site liaison, providing academic advisement and administrative services for SIU Carbondale's Bachelor Science Degree in Automotive Technology.

This is a full-time (37.5 hours per week), temporary, contracted position with flexible work hour options and remote work opportunities. A flexible schedule between remote work and the Harry S. Truman College site can be negotiated. With satisfactory work performance, permanent employment with full benefits may be offered before the 900 hours are exhausted.

Function: We are seeking a dynamic, self-motivated individual that enjoys working with college students, assisting with 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 they are assigned.

Required Qualifications: Hold a Bachelor's degree by date of hire, be available to work some Saturdays and a few evenings (dates to be determined). Proficiency in Microsoft Office Suite including Outlook, Office and Excel. Have one year of experience in customer service. Automotive Technology knowledge is not required.

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, if needed.

Salary: \$16.62 per hour.

Contract Length: 6 months or 900 hours

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-Harry S Truman  
Southern Illinois University Extended Campus  
850 Lincoln Drive, Mail Code 6513  
Carbondale, IL 62901

[ecpersonnel@siu.edu](mailto:ecpersonnel@siu.edu) (Subject Line: Extra-Help Truman Position)

***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.***