

**Graduate Assistant Posting Form\***

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
Saluki Athletics – Business Office	50%	Duties include, but are not limited to, assisting with Student Payroll, Deposits for Athletic Events, Reviewing P-Card Transactions, maintaining office supply inventory, Reconciling athletic accounts to AIS reports, Data Entry. Other duties as assigned.	Admitted to a graduated program at SIU. Preferably with a degree in Business with experience using Excel	Sum 24 Fall 24- Sp 25	Email cover letter, a current resume and the names and contact information of three references to Samantha Schmidgall at <a href="mailto:sschmid@siu.edu">sschmid@siu.edu</a>	05-7-24	1

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