

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
Graduate School Student Services Building Third Floor	50%	<p>Organize, engage in, and follow through to completion various office projects and events for all areas of the Graduate School.</p> <p>Support staff members with one or more of the following: student recruitment, admissions, fellowships and contracts, student registrations, Graduate Council support, data reports, graduation applications, format review of student papers, student degree completion tasks.</p>	<ul style="list-style-type: none"> • Working knowledge of computers and proficient in Microsoft Office software. • Must be self-starter with excellent written and verbal skills. • Must be energetic and hard working. • Excellent customer service skills. • Excellent time management and organizational skills. • Attention to detail. • Preference for a newly admitted SIU doctoral student. 	<p>Fall 2024 – Spring 2025</p> <p>(Possible Summer 2024 start)</p>	<p>NO WALK-INS OR PHONE CALLS PLEASE.</p> <p>Forward a letter of interest, a current resume including references, and a class schedule to: grad.deansoffice@siu.edu</p>	<p>Until position(s) filled.</p>	<p>1-3</p>