

**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
College of Business And Analytics  Business Placement Center	50%	Responsibilities include but are not limited to assisting the Coordinator with career service task such as working with students for professional development (resume/cover letter review, mock interview, etc.) programming, aiding in overseeing of student worker staff, and collaborating/implementing events and programs for students.	<ul style="list-style-type: none"> <li>• Admitted to a Master’s program at SIU, preference for Accountancy, MBA, MPA, Economics, and those who completed a business undergraduate degree at SIU</li> <li>• Working knowledge of computers and proficient in Microsoft Office</li> <li>• Self-starter with excellent written and verbal skills</li> <li>• Excellent time management and organizational skills</li> <li>• Excited at the opportunity to create and plan programing</li> <li>• Must have the ability to work with a diverse group of students</li> <li>• Required to work some evenings and weekend hours for events</li> <li>• Must be able to work with others on projects in a team environment</li> </ul>	Fall 2022 & Spring 2023	NO WALK-INS OR PHONE APPLICATIONS PLEASE.  Please submit a current resume, cover letter, and three references to Thomas Becker at <a href="mailto:thomas.becker@business.siu.edu">thomas.becker@busin ess.siu.edu</a>	8/12/2022	2 – 50%

**\*For Administrative Positions Only.**

**\*Please keep “Job Description” and “Qualifications” to a minimum.**

**\*Please supply specific “Deadline to Apply” date. Posting will be removed after this date.**

**\*Must post for a minimum of 14 days.**

**\*Please fill out this form and email as an attachment to [gaoffice@siu.edu](mailto:gaoffice@siu.edu) and [charris@siu.edu](mailto:charris@siu.edu)**