<table>
<thead>
<tr>
<th>Department Name and Location</th>
<th>% of Time</th>
<th>Job Description</th>
<th>Qualifications</th>
<th>Time Period of Position</th>
<th>How to Apply</th>
<th>Deadline to Apply</th>
<th>Number of Positions</th>
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</table>
| College of Business And Analytics Business Placement Center | 50%       | Responsibilities include but are not limited to assisting the Coordinator with career service tasks 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. | • Admitted to a Master’s program at SIU, preference for Accountancy, MBA, MPA, Economics, and those who completed a business undergraduate degree at SIU  
• Working knowledge of computers and proficient in Microsoft Office  
• Self-starter with excellent written and verbal skills  
• Excellent time management and organizational skills  
• Excited at the opportunity to create and plan programming  
• Must have the ability to work with a diverse group of students  
• Required to work some evenings and weekend hours for events  
• Must be able to work with others on projects in a team environment | 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 thomas.becker@business.siu.edu | 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 and charris@siu.edu