

**Graduate Assistant Posting Form\***

<b>Department Name and Location</b>	<b>% of Time</b>	<b>Job Description</b>	<b>Qualifications</b>	<b>Time Period of Position</b>	<b>How to Apply</b>	<b>Deadline to Apply</b>	<b>Number of Positions</b>

**Information for Departmental Use Only**

- \*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)