

**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
School of Accountancy, Rehn 232	25% 10 Hours per week, some night/weekend /additional hours as needed	<p>Graduate Assistants in the School of Accountancy help to facilitate the overall mission and goals of the School of Accountancy and the University as a whole. The position is an integral part of the leadership team of the School of Accountancy. This position is supervised directly by full-time staff of the School of Accountancy. The position requires program planning, organizational and administrative skills, adaptability and flexibility, as well as enthusiasm for SIU and a strong work ethic. The School of Accountancy uses a collaborative philosophy and therefore, a successful candidate will be one who is active in all aspects of the School of Accountancy. Below is a list of general responsibilities the Graduate Assistant(s) will assist in, among others:</p> <p>Record, track, and project spending for 6 state accounts and 2 foundation accounts.</p> <p>Advise and assist faculty, RSO officers and students with travel, professional meetings, and fundraising.</p> <p>Assist faculty, students, parents, SIU departmental representatives, community members, and other patrons in a congenial and professional manner by phone, email, and in person.</p> <p>Assisting with the planning and implementation of following events: Fall 2022 Board of Advisors Meeting, 2022 Accounting Career Fair, 2022 Accounting Society Golf Scramble, School of Business Etiquette Dinner, Fall 2022 Recognition Banquet, Institute of Internal Auditors Student Night, The Accounting Challenge, Spring 2023 Recognition Banquet, Spring 2023 Board of Advisors Meeting, 2023 SOAR Summer Camp</p> <p>Other duties as assigned</p>	<p>Full-time enrollment as a degree-seeking graduate student at SIU Carbondale, preferably in the MAcc program or a related field. Applicants should be comfortable working in a dynamic and fast-paced environment. Applicants should possess strong interpersonal skills and a commitment to working with diverse groups. Administrative skills and a working knowledge of computers and social media are also key. The ideal candidate considered for this position must be dependable, organized, punctual, trainable, and works well with others, as well as, have experience with training, group facilitation, team building, student development, and working independently. Advanced written and verbal communication skills are a must. Prior business office experience is a plus.</p>	<p>Fall 2022 thru Spring 2023.</p>	<p><b>NO WALK-INS PLEASE!</b></p> <p><b>Contact Nija Harvey, by 11:59p on Friday, August 26<sup>th</sup>, 2022, at the email address listed below:</b> <a href="mailto:nija@siu.edu">nija@siu.edu</a></p> <p>Use the following email subject: <b>SOA GA POSITION</b></p> <p>Submit the following documents: <b>Resume, Class Schedule</b></p>	<p><b>Fri, Aug 26, 2022 @ 11:59p</b></p>	<p align="center">1</p>

**\*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 [deont@siu.edu](mailto:deont@siu.edu).**