

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
University Comm & Marketing	50%	The graduate assistant will be responsible for working with members of the campus community to maintain SIU websites and updated academic program sites using the Cascade Content Management System, lead customer service and support efforts, organize trainings, train website owners, as well as work to help SIU websites meet accessibility laws. The graduate assistant will lead the student Web Team, a team of 4-6 undergraduate student employees, and will be directly supervised by the Webmaster and Lead Web Strategist.	Must be a current SIU graduate student and enrolled in the fall 2021 term. Previous experience with writing, marketing, and/or websites preferred. This position requires a person who is punctual and responsible with excellent communication skills, as well as writing and proofreading abilities, who is flexible and able to lead a team. The employee will be required to multi-task in a fast-paced, always changing environment.	Fall 2021	Email a resume and cover letter to jimann@siu.edu and please include "Fall 2021 employment" in the subject line.	July 26, 2021	1

***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.**