**Graduate Assistant Posting Form**

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| College of Business and Analytics | 50%       | The Graduate Assistant will provide assistance to staff in SAFE  
- Correspond with faculty, staff, graduate students, and undergraduate students.  
- Process travel expense vouchers for faculty and students.  
- Assist with front desk responsibilities as first point of contact for all walk-ins and phone calls, answering general questions about SAFE  
- Serve in supporting role for all issues as they relate to SAFE  
- Assist with events such as External Advisory Board meetings.  
- Manage printing and sales of course lecture guides, as well as management of spreadsheets for daily use and report tracking.  
- Assist in the creation, oversight, and management of social media and digital media content.  
- Develop optimal posting schedule to engage customers.  
- Ability to record and deliver video-based content.  
- Other duties as assigned. | - Graduate student at SIU  
- Working knowledge of computers and proficient in Microsoft Office software.  
- Must be self-starter with excellent written and verbal skills.  
- Must be energetic and hardworking.  
- Must have excellent time management and organization skills.  
- Must have attention to detail with the ability to multi-task.  
- Must be customer service oriented.  
- **Preferred Qualifications:**  
  - Grad student enrolled in a CoBA program  
  - Prefer time blocks available in three to four hour intervals.  
  - Graduate of the College of Business and Analytics undergraduate program.  
  - Those applicants with at least 1 year or longer left in their program.  
  - Expertise in using multiple social media platforms.  
  - Basic photoshop skills | Spring 2023 | NO WALK-INS OR PHONE CALLS PLEASE. Forward letter of interest, a current resume, and the names and addresses of three references to:  
Angela Johnson  
ajohnson1@siu.edu  
**Be specific about which position you are applying.**  
Or:  
College of Business, MC 4626  
Attn: Angela Johnson  
Southern Illinois University  
1025 Lincoln Drive  
Carbondale, IL 62901 | November 28, 2022 | 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 gaoffice@siu.edu and charris@siu.edu.