### Graduate Assistant Posting Form

<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>
</tr>
</thead>
</table>
| Career Development Center   | 25-50     | Primary responsibilities include advising students in the areas of career development and professional development. **PRIMARY RESPONSIBILITIES**  
1. Meet one-on-one with students to assist with writing resumes, cover letters, developing interviewing skills, job and internship searches and any other employment services related needs.  
2. Conduct oral presentations to classes and student organizations on various career and professional development topics.  
3. Assist with job fairs, workshops, Open House, New Student Orientation and other special events hosted by the Career Development Center. | In order to be considered for this position, individuals must:  
1. Be unconditionally admitted into a SIU Graduate School program. Preference given to students enrolled in the Counselor Education, College Student Personnel, or Workforce Education and Development programs.  
2. Demonstrate strong written and verbal communication skills (English) as GAs frequently edit the writing of students and alumni.  
3. Must have a positive attitude, engage as a team member, and enjoy working one-on-one with students and alumni seeking career and professional development assistance.  
4. Demonstrate high motivation, good interpersonal skills, professionalism, flexibility and ability to accept responsibility.  
5. Must be available to represent Career Development Center at events and presentations during evenings and/or weekends. | January 2, 2023 – May 15, 2023 | Interested candidates should submit a cover letter, resume, and contact information for three current references to careerdevelopment@siu.edu. | 10/18/22 | 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