### 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>
| Saluki Athletics – Women’s Soccer | 50%       | Job responsibilities include assisting the Head Coach and other staff in day-to-day operations and organizational tasks. Specific duties and responsibilities may include but not limited to: manage travel vouchers and expense reports, collaborate with various university departments to ensure documents and programs meet NCAA rules and compliance, manage official recruit visits, assist in practice and competition and other various office-related tasks. | Admission to a graduate program at SIU.  
Proficiency with Microsoft Office programs is preferred.  
Collegiate playing experience is preferred. | Fall 2022 | Send cover letter, resume, and references to: craig.roberts@siu.edu | 7/31/22 | 1 |

*For Administrative Positions Only.*

*Please keep “Job Description” and “Qualifications” to a minimum.*

*Please fill out this form and email as an attachment to GAOffice@siu.edu.*

*Must post for a minimum of 14 days. Please inform us when position is filled and we will remove from the Web.*