<table>
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<th>Department Name and Location</th>
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<th>Job Description</th>
<th>Qualifications</th>
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| College of Business and Analytics - Office of Diversity and Inclusion (ODI)                  | 50%       | **GA**: responsibilities include, but are not limited to: assisting the Coordinator or Director of the Office of Diversity and Inclusion (ODI) completing various task as assigned. The selected candidate will collaborate, implement, and/or oversee events, programs, producing required reports and other duties as assigned. | * Admitted to a Master’s program at SIU, preference for Accountancy and Business Administration students and those who completed a CoBA undergraduate degree at SIU  
* Strong data collection and assessment skills. Advanced Excel skills.  
* Working knowledge of computers and proficient in Microsoft Office software.  
* Must be self-starter with excellent written and verbal skills.  
* Must be energetic and hard working.  
* Personable and able to build relationships quickly.  
* Must have the ability to work with a diverse group of students.  
* Excellent time management and organizational skills.  
* Attention to detail is key.  
* Required to work some evening and weekend hours. | Spring 2024 | NO WALK-INS OR PHONE CALLS PLEASE. Forward a letter of interest, a current resume, and the names, addresses and phone numbers of three references to: klittle@siu.edu or: College of Business, Mail Code 4619 Attn: Kimberly Little Southern Illinois University 1025 Lincoln Drive Carbondale, IL 62901 | 12/05/23            | One 50% position available |