<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>
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| College of Business — Tutoring Center | 50%       | Tutoring Center GA responsibilities include, but are not limited to: general operation of CoBA tutoring center, managing student workers, center/course coverage, working with faculty for support information, 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  
• Prior formal tutoring experience  
• 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.  
• 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 | 11/20/2023 | 1-50% |