## 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>
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</table>
| First Saluki Center. VCSA. 2nd Floor of Student Services Building | 50%       | The Graduate Assistant will support the overall mission and goals of the First Saluki Center. Responsibilities include, but not limited to:  
- Assist the assistant dean of students in the day-to-day operation of the peer mentoring and tutoring program.  
- Develop, coordinate, and facilitate workshops for first-gen students.  
- Prepare weekly and monthly reports.  
- Maintain a network of academic, financial, and social resources.  
- Participate in involvement fairs, NSO, open house, and presentations.  
- Complete other tasks as assigned. | Full-time enrollment in an SIU graduate program. Applicants should have previous experience with student services programs. Strong social media and website management skills. Demonstrated experience in planning, organizing, managing, and coordinating events and activities. Ability to quickly learn, follow through, and consistent in meeting deadlines. Ability to be resourceful and research options to resolve problems. Demonstrate strong verbal, written communication, and interpersonal skills. Demonstrated ability to exercise professional judgement and leadership including the ability to work independently and as a team member. Knowledge and experience working with campus resources and partners. Self-motivated, able to handle multiple tasks, work efficiently. | Spring 2024 (Potential for future semesters.) | Submit Resume to: lanel.love@siu.edu  
Please no phone calls or visits. | January 19, 2024 | 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 crystal.harris@siu.edu*