

**Graduate Assistant Posting Form\***

<b>Department Name and Location</b>	<b>% of Time</b>	<b>Job Description</b>	<b>Qualifications</b>	<b>Time Period of Position</b>	<b>How to Apply</b>	<b>Deadline to Apply</b>	<b>Number of Positions</b>
College of Business and Analytics – Business Placement Center (BPC)	50%	<p><b>Placement Center</b> GAs responsibilities include, but are not limited to: meeting with students to assist with writing resumes, cover letters, interviewing skills, job and internship searches, career counseling and other employment service-related assistance. GAs conduct mock interviews, give oral presentations to classes and RSOs on various employment topics, and assist with job fairs, workshops, and other special events. Other duties as assigned by CoBA Assistant Dean of Student Services and/or Business Placement Center director.</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Strong data collection and assessment skills. Advanced Excel skills.</li> <li>• Working knowledge of computers and proficient in Microsoft Office software.</li> <li>• Must be self-starter with excellent written and verbal skills.</li> <li>• Must be energetic and hard working.</li> <li>• Personable and able to build relationships quickly.</li> <li>• Excellent time management and organizational skills.</li> <li>• Attention to detail is key.</li> <li>• Required to work some evening and weekend hours. There is a possibility of travel.</li> </ul>	Fall 2024	<p>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: <a href="mailto:klittle@siu.edu">klittle@siu.edu</a> or:</p> <p>College of Business, Mail Code 4619            Attn: Kimberly Little            Southern Illinois University            1025 Lincoln Drive            Carbondale, IL 62901</p>	14 days from posting	One 50% position available

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