

Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
First Year Experience Student Services Building, 4 th floor	50%	The Graduate Assistant (GA) in First Year Experience helps to support the overall mission and goals of the First Year Experience, within the Division of Student Affairs. Responsibilities of the position include, but are not limited to: <ul style="list-style-type: none"> • Plan/assist with planning events for first-year students • Assist with training and supervision of student leaders • Engage with first-year students individually and in groups • Conduct outreach and intervention, specifically with at-risk students • Participate in meetings; communicate via email, phone, and in-person; complete administrative tasks 	Full-time enrollment in an SIU graduate program; preference for candidates enrolled in Educational Administration and Higher Education (College Student Personnel), Counseling, Social Work, or other related field of study. Other qualifications include strong interpersonal communication skills; commitment to supporting diverse student populations; understanding of first-year student needs, student development, and retention strategies; ability to adapt to a dynamic environment and work independently to accomplish tasks.	August 2024-May 2025	Submit resume to: studentaffairs@siu.edu ATTN: Gena Albert, Associate Dean of Students and Director of First Year Experience Inquiries and applications via email, only. No phone calls or walk-ins, please.	April 19, 2024	1

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