Graduate Assistant Posting Form*

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| College of Business and Analytics School of Management and Marketing (SoMM) Rehn 229 | 50% | The Graduate Assistant will provide assistance to staff in SoMM  
- Correspond with faculty, staff, graduate students, and undergraduate students.  
- Assist in processing travel expense vouchers and IDFs for reimbursement, as well as P-card reconciliation  
- Assist with front desk responsibilities as first point of contact for all walk-ins and phone calls, answering general questions about SoMM  
- Serve in supporting role for all issues as they relate to SoMM  
- Assist with events such as External Advisory Board meetings.  
- Manage printing and sales of course lecture guides, as well as management of spreadsheets for daily use and report tracking.  
- Assist in the creation, oversight, and management of social media and digital media content.  
- Develop optimal posting schedule to engage customers.  
- Ability to record and deliver video-based content.  
Other duties as assigned. |  
- Graduate student at SIU  
- 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.  
- Must have excellent time management and organization skills.  
- Must have attention to detail with the ability to multi-task.  
- Must be customer service oriented.  
**Preferred Qualifications:**  
- Grad student enrolled in a CoBA program  
- Prefer time blocks available in three to four hour intervals.  
- Graduate of the College of Business and Analytics undergraduate program.  
- Those applicants with at least 1 year or longer left in their program.  
- Expertise in using multiple social media platforms.  
- Basic photoshop skills | Spring 2023 | NO WALK-INS OR PHONE CALLS PLEASE. Forward letter of interest, a current resume, and the names and addresses of three references to: Sharon Moore smoore@business.siu.edu | December 5, 2022 | 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 charris@siu.edu.