

Graduate Assistant Posting Form*

<u>Department and Location</u>	<u>Job Description</u>	<u>Qualifications</u>	<u>How to Apply</u>
School of Accountancy Rehn 232	<p>Graduate Assistants in the School of Accountancy help to facilitate the overall mission and goals of the School of Accountancy and the University as a whole. The position is an integral part of the leadership team of the School of Accountancy. This position is supervised directly by full-time staff of the School of Accountancy. The position requires program planning, organizational and administrative skills, adaptability and flexibility, as well as enthusiasm for SIU and a strong work ethic. The School of Accountancy uses a collaborative philosophy and therefore, a successful candidate will be one who is active in all aspects of the School of Accountancy. Below is a list of general responsibilities the Graduate Assistant(s) will assist in, among others:</p> <p>Record, track, and project spending for 6 state and local accounts and several foundation accounts.</p> <p>Advise and assist faculty, RSO officers and students with travel, professional meetings, and fundraising.</p> <p>Assist faculty, students, parents, SIU departmental representatives, community members, and other patrons in a congenial and professional manner by phone, email, and in person.</p> <p>Assisting with the planning and implementation of following events: Fall 2024 Board of Advisors Meeting, 2024 Accounting Career Fair, 2024 Accounting Society Golf Scramble, School of Business Etiquette Dinner, Fall 2024 Recognition Banquet, Institute of Internal Auditors Student Night, The Accounting Challenge, Spring 2025 Recognition Banquet, Spring 2025 Board of Advisors Meeting, 2025 SOAR Summer Camp</p> <p>Other duties as assigned</p>	<ul style="list-style-type: none"> • Full-time enrollment as a degree-seeking graduate student at SIU Carbondale, preferably in the MAcc program or a related field. • Applicants should be comfortable working in a dynamic and fast-paced environment. • Applicants should possess strong interpersonal skills and a commitment to working with diverse groups. • Administrative skills and a working knowledge of computers and social media are also key. • The ideal candidate considered for this position must be dependable, organized, punctual, trainable, and works well with others, as well as, have experience with training, group facilitation, team building, student development, and working independently. • Advanced written and verbal communication skills are a must. • Prior business office experience is a plus. 	<p>NO WALK-INS & NO PHONE CALLS PLEASE!</p> <p>Contact Nija Harvey, by 11:59p on Friday, August 23rd, 2024, at:</p> <p><u>Email Address:</u> SOA-AdminGA@siu.edu</p> <p><u>Email Subject:</u> 24-25 SOA Admin GA POSITION</p> <p><u>Required Email Attachments</u> Submit only the following documents:</p> <ol style="list-style-type: none"> 1. Resume, 2. Class Schedule 3. Names, phone numbers, and addresses of 3 references
<u>% of Time</u>			
25% - 10 Hours per week, some night, weekend, and/or additional hours as needed			
<u>Position Time Period</u>			
Fall 2024 thru Spring 2025.			
<u>Deadline to Apply</u>			
Fri, Aug 23, 2024 @ 11:59p			
<u>Number of Positions</u>			
One - 25% position			