

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
College of Business and Analytics— Academic Success Center (Rehn 10 Tutoring)	50%	<p>CoBA Academic Success Center -Tutoring Center GA responsibilities include but are not limited to: general operation of College of Business and Analytics tutoring center, managing student workers, center/course coverage, working with faculty for support information, producing required reports and other duties as assigned.</p>	<ul style="list-style-type: none"> • 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 • Prior formal tutoring experience • Strong data collection and assessment skills. Advanced Excel skills. • 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. • Personable and able to build relationships quickly. • Excellent time management and organizational skills. • Attention to detail is key. • Required to work some evening and weekend hours. 	Spring 2025	<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: Kimberly Little, klittle@siu.edu 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	1-50%

*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 deont@siu.edu .