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
Electrical, Computer, and Biomedical Engineering	25%	This position requires Assist the site's director and co-director in scheduling monthly or bi-weekly meetings with IUCRC member companies that have expressed interest in progress initiated at the SIUC site in ENGR A-119. Interact with faculty who serve as Principal or co-Principal Investigators of research progress at the SIUC site to maintain executive summaries, presentations, publications, and other product outcomes for these IDEAS projects. Communicate with the IDEAS program manager at Arizona State University. Assist the site director in scheduling visits to prospective member companies. Assist the site director in organizing trips for SIUC faculty and students to IDEAS's Industrial Advisory Board meetings. Assist the site director in organizing Industrial Advisory Board meetings in the Midwest. Other duties as assigned by the IDEAS site director at SIUC.	SIUC Graduate Student admitted to a Electrical and Computer Engineering Program. Prefer candidate with excellent customer service skills, great written and verbal skills, familiarity with Excel and Word, an eagerness to learn, and a positive attitude. They must also be dependable, well-organized, and able to work well with others. Punctuality and Attention to detail is a must!	Starting 10/1/2025	Please send a cover letter and resume ecbe@siu.edu

No walk-ins or phone calls | Until position filled | 1 |

*For Administrative Positions Only.

*Please keep "Job Description" and "Qualifications" to a minimum.

*Please supply a 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 it as an attachment to gaoffice@siu.edu