**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 ExperienceStudent Services Building, 4th 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:* 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. | May 2025-May 2026 | Submit resume to: studentaffairs@siu.eduATTN: First Year Experience Inquiries and applications via email to the above email address only. No phone calls or walk-ins, please. | March 26, 2025 | 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**