

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 Advisement/ Recruitment and Retention Office, Rehn Hall.	50%	Primary responsibilities will be providing support for the Chief Academic Advisor and the Coordinator for Recruitment and Retention for the College of Business and Analytics (CoBA). This would include assisting with day-to-day operations of the office, prospective student visits, representing the college at recruitment events (must be comfortable with public speaking), supporting at-risk students, processing various forms, management of New Student Orientation Programs, coordination of Honors Day, assisting with CoBA scholarships, supervision of general advisement email, outreach to students for registration/retention purposes, updating transfer equivalency sheets, training and management of new and continuing student workers, working CoBA events as needed, and other duties as assigned. Some evening and weekend work is required. Travel may also be required.	Admittance into one of the Master's program offered by SIU. Preference for College of Business and Analytics Master's programs. An undergraduate degree in business from SIU is also preferred. Students must have great communication, organizational, written and verbal skills, Excel and Word skills, be personable and outgoing, be a self-starter with good time management and attention to detail, and a good knowledge of SIU College of Business and Analytics.	Summer 2025.	Please send resume and cover letter via email to: Rachel Richey at rrichey@siu.edu. Resume should include contact information for three professional references. No phone calls or office visits will be accepted.	April 4, 2025 or until filled.	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**