**Graduate Assistant Posting Form\***

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| Department Name and Location | **% of Time** | **Job Description** | Qualifications | **Time Period of Position** | **How to Apply** | **Deadline to Apply** | **Number of Positions** |
| Registrar’s Office Student Services Building | 50% | This position requires assisting full-time staff with tasks such as: conducting research of policy/practice at other higher education institutions, assisting with meeting agendas, coordinating Teams meetings as well as face-to-face meetings, managing invites for ancillary team members, generating Excel spreadsheets for data project management, catalog proofreading, Master Course File database maintenance, filing, and other general office duties | SIUC Graduate Student admitted to a Graduate 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 Fall 2025 | Please send cover letter, resume and 3 references to [sgoad@siu.edu](mailto:sgoad@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**](mailto:gaoffice@siu.edu)