**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** |
| College of Business and Analytics–- Academic Success Center (Rehn 10 Tutoring ) | 50% | **CoBA Academic Success Center -Rehn 10 Tutoring Center** – GA Oversee day to day operations of the CoBA Tutoring Center including but not limited to: tutoring students, supervising student employees (including hiring, scheduling, supervising, disciplining, collecting and approving timesheets), and maintaining the physical neatness of the Center. | * Admitted to a Master’s program at SIU, preference for Accountancy and Business Administration, or other CoBA Master’s programs, 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. | Fall 2025/  Spring 2026 | 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](mailto:klittle@siu.edu) or:  College of Business and Analytics, Mail Code 4619  Attn: Kimberly Little  Southern Illinois University  1025 Lincoln Drive  Carbondale, IL 62901 | 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 [gaoffice@siu.edu](mailto:gaoffice@siu.edu) .