

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
Saluki Athletics, Lingle Hall - Marketing	50%	<p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> •Managing all aspects of game operations when assigned. Assisting in scheduling special guests and events. •Assist in the planning process and development of marketing plan. •Oversee game management responsibilities. •Act as the team leader of undergraduate interns. •Schedule undergraduate intern office hours and events. Oversee all aspects of campus marketing. •Assist in developing and editing graphic work. - Manage the Brown Dawg's Kids Club •Produce and direct specific sports as assigned. •Write scripts and rundowns for sports as assigned. •Responsible for coordinating in-game contests, contestants, and on-court/field recognitions 	<ul style="list-style-type: none"> • Undergraduate degree in marketing, advertising, business, public relations or a related field. • Have skills and knowledge with Photoshop and/or Indesign • Skills in developing and maintaining relationships Proficient in Microsoft office programs • Experience working in a collegiate athletic department, professional sports entity or related field <p>Proficient in Microsoft Office Programs</p>	SP 2025	Send cover letter, resume, and references to Tom Weber at tomweber@siu.edu	10-29-24	1

*For Administrative Positions Only.

*Please keep “Job Description” and “Qualifications” to a minimum.

*Please fill out this form and email as an attachment to GAOffice@siu.edu.

*Must post for a minimum of 14 days. Please inform us when position is filled and we will remove from the Web.