**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** |
| University  Communications and Marketing | 50% | This student will be responsible for managing the Faculty/Staff Headshot Studio, on-location photo shoots, running the data asset management system, editing photos, and working closely with University Communications staff. This position will work directly with faculty, staff, and students in a customer service capacity. | The student should have proven experience in studio and field photography, the Adobe editing suite, data asset management systems, studio photography setup, setting up and striking of gear, and the ability to easily converse with customers/clients. | Fall 2025 | Email: photo@siu.edu Only emailed applications with links to photo samples will be considered, multiple samples are welcomed. Please include what specific roles/tasks you completed in each sample submitted. Please NO phone calls or personal visits. | May 19, 2025 | 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)