

### **Graduate Assistant Posting Form\***

<b>Department Name and Location</b>	<b>% of Time</b>	<b>Job Description</b>	<b>Qualifications</b>	<b>Time Period of Position</b>	<b>How to Apply</b>	<b>Deadline to Apply</b>	<b>Number of Positions</b>
Registrar's Office Student Service Building Withdraws & Petitions	50%	This position requires knowledge of University Policy, Procedures and deadlines. High volume of phone calls, filling, logging, scanning and indexing. Emailing Professors and Absent Notifications. Talking with Students about the Withdraw process. Knowledge of excel and spreadsheets. This is a highly Confidential Position	SIU Graduate Student admitted to a Graduate Program. Prefer experience in Customer Service and excel and word. Requires experience with our Banner computer system. Ability to grasp area functions and how they relate to other areas within the Office and University	Starting Fall 2025	Please send cover letter, resume and references to <a href="mailto:teresah@siu.edu">teresah@siu.edu</a>  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)**