

**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 Services Building. Withdraws and Petitions	50%	Talking with Students in the Withdrawal Process. Assist in getting documents ready for Retro Petition Meetings. This position requires knowledge of University policy, procedures and deadlines. High volume of phone calls, filling, logging, scanning and indexing. Student Absent Notifications also. This is a highly Confidential Position	SIU Graduate Student admitted to a Graduate program. Preferred 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. Ability to train and supervise Student Workers	Summer or Fall 2025	Please send cover letter, resume and 3 references to <a href="mailto:teresah@siu.edu">teresah@siu.edu</a>  No walk ins or phone calls	Until position is 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)**