

**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 – Women’s Soccer	50%	Job responsibilities include assisting the Head Coach and other staff in day-to-day operations and organizational tasks. Specific duties and responsibilities may include but not limited to: manage travel vouchers and expense reports, collaborate with various university departments to ensure documents and programs meet NCAA rules and compliance, manage official recruit visits, assist in practice and competition and other various office-related tasks.	Admission to a graduate program at SIU.  Proficiency with Microsoft Office programs is preferred.  Collegiate playing experience is preferred.  Enrolled in a minimum of 8/9 graduate credit hours for Fall 2024.	Spring 25	Send cover letter, resume, and references to Coach Graeme Orr at <a href="mailto:Graeme.orr@siu.edu">Graeme.orr@siu.edu</a>	Oct 29, 2024	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](mailto: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**