**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** |
| Transcripts and Graduation Division within Office of the Registrar | 50 | Duties will include leading a project that involves scanning and indexing documents, processing transcript requests and graduation applications, working with microfiche, data entry, answering phones, assisting customers, and other duties as assigned. | Required Qualifications – Admission to Graduate School and acceptance into a graduate academic program. Dependable with a solid work ethic. Detail oriented. Excellent verbal and written communication skills. | Fall 2025 through Summer 2026 | Submit resume/CV, Dawg Tag number, class schedule, and contact information for 2 references to:  Samantha Walker:  Samantha.walker@siu.edu  Please use subject line: GA Position Application | 8/15/2024 | 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)