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
University Communications & Marketing	50%	Assist in the management of the photography and video database. Assist in organizing files/folders for easier access by end users. Assist with other UCOMM department projects and processes such as web, marketing, social media, etc. as needed.	Proficient in use of PC's, MS Software, Adobe Creative, and general cloud-based apps.	Spring 25	No Walk-Ins or Phone calls please. Forward letter of interest, a current resume, and the names and addresses of three references to photo@siu.edu	Dec 20, 2024	1

*For Administrative Positions Only.

*Please keep "Job Description" and "Qualifications" to a minimum.

*Please supply 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 as an attachment to gaoffice@siu.edu and charris@siu.edu