

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
College of Business and Analytics - Office of Diversity and Inclusion (ODI)	50%	GA: responsibilities include but are not limited to assisting the CoBA Program Director of the Office of Diversity and Inclusion (ODI) completing various tasks as assigned. The selected candidate will collaborate, implement, and/or oversee events, programs, producing required reports and other duties as assigned.	<ul style="list-style-type: none"> • Admitted to a Master’s program at SIU, preference for Accountancy and Business Administration students and those who completed a CoBA undergraduate degree at SIU • Strong data collection and assessment skills. Advanced Excel skills. • Working knowledge of computers and proficient in Microsoft Office software. • Must be self-starter with excellent written and verbal skills. • Must be energetic and hard working. • Personable and able to build relationships quickly. • Must have the ability to work with a diverse group of students. • Excellent time management and organizational skills. • Attention to detail is key. • Required to work some evening and weekend hours. 	Spring 2025	<p>NO WALK-INS OR PHONE CALLS PLEASE. Forward a letter of interest, a current resume, and the names, addresses and phone numbers of three references to: klittle@siu.edu or:</p> <p>College of Business, Mail Code 4619 Attn: Kimberly Little Southern Illinois University 1025 Lincoln Drive Carbondale, IL 62901</p>	14 days from posting	One 50% position available

*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.