Graduate Assistant Posting Form

<table>
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<th>Department Name and Location</th>
<th>% of Time</th>
<th>Job Description</th>
<th>Qualifications</th>
<th>Time Period of Position</th>
<th>How to Apply</th>
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| University Core Curriculum  | 50%       | The Graduate Assistant (GA) will report directly to UCC Director. The GA would provide administrative support to the Director with general operations of the administrative office that include supporting various administrative tasks of the UCC office. UCC works closely with students, faculty, and administrative units in SIU Carbondale. | • Current graduate student in good academic standing.  
• Must be fluent in English with good written and verbal communication skills.  
• Good knowledge and experience using Microsoft Office products (such as, Excel and Word). | 8/1/22 – 12/31/22 | Please submit resume to Deanne Barnett via email to deannab@siu.edu | 7/19/2022 | 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*