

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
First Year Experience Student Services Building, 4 th floor	50%	The Graduate Assistant (GA) in this position will work closely with First Year Experience and the Center for Virtual Expression to create a video podcast for new SIU students. Responsibilities of the position include, but are not limited to: <ul style="list-style-type: none"> • Recruiting students to interview and/or be interviewed for the video series • Scheduling resources including studio/filming locations, equipment, and staff (as needed) • Editing footage to produce a quality series • Developing a release strategy for promoting videos to students • Participate in meetings; communicate via email, phone, and in-person; complete administrative tasks 	Enrollment in an SIU graduate program; preference for candidates enrolled in media arts, creative writing, digital humanities, or other related field of study. Other qualifications include experience with video production, filming, editing, interviewing. Familiarity with common issues facing SIU students, as well as resources to address these issues, is preferred.	June 2024-August 2024	Submit resume to: studentaffairs@siu.edu Inquiries and applications via email, only. No phone calls or walk-ins, please.	May 24, 2024	1

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