



How Do I? Advertise and Replace an Existing Graduate Assistant Position

PeopleAdmin

To request to advertise an existing Graduate Assistant position, email Rissie Cook at [.Cook@selu.edu](mailto:R.Cook@selu.edu) with your request and include the following:

1. Type of GA (title) and position numbers of the positions advertising to fill
2. Which positions will be advertised as Internal/Waiver positions to fill with existing, returning, GAs.
3. Which positions will be advertised to seek applicants to fill.

Note: If you have minor changes to the position description(s) you may send them to Rissie to enter with your request to advertise. If you have major changes to the position description, you will need to modify the existing position(s) before requesting to advertise. Refer the quick sheet page How Do I? "[Modify an Existing Graduate Assistant Position](#)".