



How Do I? Create a New Graduate Assistant Position

PeopleAdmin

To create a new graduate assistant position, email Rissie Cook at Rissie.Cook@selu.edu BEFORE beginning an action in the PeopleAdmin system. Rissie will work with the hiring department to make certain that the appropriate approvals are secured and will create the position in the PeopleAdmin system. Once a position number is assigned and the position has been created in PeopleAdmin the department can follow the procedure to "[Modify an Existing Graduate Assistant Position Description](#)" and update the position information to include the job duty details and other pertinent information.