

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant, History Department

QUALIFICATIONS:

- **REQUIRED:**
  - *Acceptance into SUNY Cortland graduate program:*
  
- **DESIRED:**
  - Strong writing and organizational skills
  - Ability to Work Independently, attention to detail, ability to problem-solve and complete tasks in a timely fashion
  - Proficiency in Common Software, including Microsoft Word, Excel, PowerPoint

***RELATION TO EDUCATIONAL PROGRAM:***

This position enables the student to work collaboratively with faculty members in the history department by engaging in academic work central to the history profession, including research, teaching related activities, and project management and support.

RESPONSIBILITIES: 20 hours per week. Provide support for faculty members by assisting in research and teaching related activities and other academic department activities, including research, assessment, data collection and analysis, grant development and implementation support, and other projects as needed. Under the supervision of history faculty, the graduate assistant may also provide academic support to undergraduates enrolled in history courses.

SALARY/STIPEND: \$3500 stipend

TUITION SUPPORT: 6 credits

APPLICATION: Applicants must complete the graduate assistant application form (available from Graduate Admissions) and arrange for two confidential letters of recommendation. Application form and letters of recommendation must be submitted to the Graduate Admissions Office.

SUNY Cortland is an AA/EEO/ADA employer