

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant, Full (20-hour)

QUALIFICATIONS:

- **REQUIRED:**
 - **Acceptance into SUNY Cortland graduate program**
 - Admission to or application to the Literacy Master's Program, SUNY Cortland (preferred) or admission to a master's program in Education, SUNY Cortland.
 - An applicant who has not yet applied must indicate intention to apply and, if the applicant is chosen, will be given an assistantship conditional on successful admission to the program to which they applied.
 - **Ability to function as part of a team is essential.**
 - **Can commute to SUNY Cortland campus – on campus hours are required.**

- **DESIRED:**
 - Technology skills including competence with word processing, data management, and presentation programs; teaching experience at the K-12 level; excellent writing skills.
 - Flexibility in schedule is appreciated.

The graduate assistant for the Literacy Department will have the opportunity to learn more about literacy research, the teaching of literacy, as well as working to understand how data is used to support the day-to-day functions of the department.

RESPONSIBILITIES:

- Assist department chair and graduate coordinator in compiling and maintaining accurate enrollment records for the department.
- With the chair's direction, take on special projects that will assist the department in meeting national and state standards
- Work on graduate program online course organization
- Work to support field placement coordination as needed
- Participate on the annual conference committee and other committees as needed.
- Teach classes on a substitute basis when appropriate and perform research for faculty members as needed.
- Assist department's administrative assistant and fill in when necessary.

SALARY/STIPEND:

- \$3,500 stipend per semester, 20 hour/week obligation

TUITION SUPPORT:

- 6 credits of tuition support per semester (total 12 credits)

APPLICATION:

Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, at graduate.admissions@cortland.edu by April 1, 2024. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer