

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION:

- Graduate Assistant for Stadium Complex and Sport Facilities
- 9 month position starting date is August 24, 2020.

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into a SUNY Cortland Master's program; Bachelor's Degree.
 - Strong communication and organization skills, including the ability to clearly communicate with coaches, administrators and other users/visitors of the facilities.
 - Ability to work nights and weekends, including break and holidays as needed.
 - Enthusiastic with desire to work hard.

- **DESIRED:**
 - Experience in hiring, scheduling, training and supervising employees
 - Prior experience with facility management and scheduling events
 - Working as part of a group to complete tasks
 - Past work with the public in customer service role
 - Experience or education in one of the following fields: Facility Management, Sport Management, Athletic Administration or other related area field
 - Certification in First Aid and CPR.

RESPONSIBILITIES:

- Assist Stadium Manager with daily operations of all sport facilities and events, including but not limited to:
 - Supervise sport facilities and staff during open hours and events
 - Hire, train, schedule and evaluate sport facilities staff, including interns
 - Responsible for supervising campus and external events held at the stadium and sport facilities
 - Assist in scheduling of stadium for classes, athletic practices and contests, sport clubs, intramural events, outside groups and special events;
 - Assist with ticket operations (including cash handling and deposits);
 - Assist with updating, developing, and implementing stadium and campus operation policies
 - Some physical labor is required
 - Assist with all other duties as assigned by Stadium Manager

SALARY: \$8,050 per year, plus tuition waiver for up to six (6) credit hours of graduate work per semester.

APPLICATION: Completed applications, with letters of recommendation and resume, must be submitted to the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045 or at graduate.admissions@cortland.edu. Review of applications will begin immediately. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer