

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for the Parks Alumni House, assisting with events, lodging, and facilities of the house. This position reports to the General Manager of the house.

QUALIFICATIONS:

- **REQUIRED:** Completed Application Form; Bachelor's Degree; two letters of recommendation with at least one coming from a person familiar with applicant's ability to do graduate work.
- **DESIRED:** Prior work experience in customer service, working in a fast-paced industry. Experience working with the public; ability to work nights and weekends.

***RELATION TO EDUCATIONAL PROGRAM:*** *(Provide a statement outlining how this specific graduate assistantship contributes to the student's educational program.)*

RESPONSIBILITIES: Assist with the events at the Parks Alumni House-set-up, tear down and assisting during the event; covering overnight guest stays-providing guest service, making sure guest have what is needed, getting continental breakfast ready; assisting with the Parks Alumni House inventory system, working with the general manager to develop new marketing ideas for the house, attend weekly house meetings.

SALARY: \$7000.00 per year plus tuition waiver for up to six credit hours of graduate work per semester

APPLICATION: Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, and Cortland, NY 13045 or to [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu) by April 9, 2020. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer