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 by April 9, 2020. Late applications will be accepted until the position is filled.

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