GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Teacher Education

QUALIFICATIONS:

• REQUIRED:
  o Acceptance into SUNY Cortland graduate program
  o Strong technology skills
  o Excellent oral and written communication skills
  o Ability to work well with others

• DESIRED:
  o Acceptance in an education graduate program.

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

RESPONSIBILITIES:
Student will assist with accreditation efforts of our teacher education programs by:

• Assisting in the entry of data for teacher education programs into an on-line database;
• Taking part in the analysis of data related to teacher education programs;
• Supporting faculty and administrators in the use of the on-line database;
• Working collaboratively with faculty and staff in the academic parties to complete all tasks in the accreditation process.

Contribution to education of the student: This assistantship will help students understand the accreditation process and become proficient in the analysis of data for accountability purposes.

SALARY: $3500 and 6 credits of tuition per semester

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

SUNY Cortland is an AA/EEO/ADA employer