

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Teacher Education

QUALIFICATIONS:

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

- DESIRED:
 - *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.