

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: GA – Athletic Administration

QUALIFICATIONS:

- **REQUIRED:**
 - acceptance into SUNY Cortland graduate program in Sports Management, Health, Economics/Business completed Application Form (access the form at <http://www.cortland.edu>, click on Academics, click on Graduate Resources, and click on Assistantships);
 - current resume; 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**
 - strong interpersonal and communication skills and good organizational and computer skills

RELATION TO EDUCATIONAL PROGRAM :

- This graduate assistantship will provide the candidate with a multitude of relatable administrative and personnel management skills, including, but not limited to learning the business side of running an Athletic Department. The candidate will learn how to order supplies (for the teams) and process payments, they will learn how to keep logs and files that are need to track the team and department budgets. The candidate will have a first-hand look at the inter-workings of the department and be able to work closely with the Director and Assistant Directors of Athletics. It will also provide the candidate with the opportunity to collaborate with colleagues in a program that specifically works with the Athletic Department finance and business and will teach them skills needed to run an Athletic Department. All of the aforementioned skills are transferrable to the candidate's educational success, and individual growth, and will be especially valuable for an individual seeking a career in the field of Athletics, Sport Management, Economics and Business.

RESPONSIBILITIES: Assist the department accountant with purchasing, budgets, logs and filing. Assist the Director of Athletics, the Associate Directors and the Assistant Directors of Athletics with projects and game day management as time allows.

SALARY: stipend of \$6,555 per year, plus tuition waiver for up to 6 credit hours of graduate work per semester.

APPLICATION: completed applications, with letters of recommendation and resumes, must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045. Review of applications will begin immediately.