

ANNOUNCEMENT OF VACANCY

Pending funding approval

POSITION: Communication Disorders and Sciences Dept. Graduate Assistant

QUALIFICATIONS:

REQUIRED:

1. Undergraduate degree
2. Acceptance to the MS program in Communication Disorders and Sciences
3. Very good oral and written communication skills
4. Strong organizational skills and attention to detail
5. Advanced information technology skills

DESIRED:

1. Previous supervisory experience
2. Interest in research
3. Previous clinical experience

RELATION TO EDUCATION PROGRAM:

Graduate assistant does office work and provides assistance with technological issues for the Department and individual faculty members. May assist with research tasks and/or coursework in all department classes for individual faculty members as required. Working with faculty on these issues provides additional experience that can be directly related to the student's educational program and résumé.

RESPONSIBILITIES:

The duties of the Graduate Assistant in Communication Disorders and Sciences involve working with the faculty to:

1. Assist with office work in the department office.
2. Assist with student and faculty research.
3. Supervise and assist undergraduate and graduate students with classroom and clinic work as requested by faculty.
4. Other duties as assigned by department chair and/or department secretary.

SALARY:

3 credits of tuition support per semester, \$1425 stipend per semester, 10 hour/ week obligation.

APPLICATION: Completed applications with references must be received by the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045 by April 1, 2018. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer.