

GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: **Cortland's Urban Recruitment of Educators (C.U.R.E.) Program Graduate Assistant**

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into SUNY Cortland graduate program in a field related to education
 - Currently enrolled in a SUNY Cortland Master's Degree Program in a field related to education
 - Experience working with students from groups underrepresented in teaching (African American, Latino, and Native American)
 - Familiarity with basic computer applications such as Word Processing and Excel.

- **DESIRED:**
 - Prior experience teaching in urban schools
 - Experience with website development software
 - Availability for night programming

RELATION TO EDUCATIONAL PROGRAM

This GA position provides opportunities for those who are entering fields related to education to gain experience and practice with innovative approaches to supporting students of color in education settings. The position provides time for practice in tutoring, connecting students with resources, and learning how best to communicate with and support students from diverse backgrounds. In addition, the GA will participate in creating a newsletter and working with databases, skills that are critical for success in many fields.

RESPONSIBILITIES:

- Mentoring of first year C.U.R.E. students through weekly meetings, tutoring, and frequent phone and email contacts
- Assisting with administration of program through mailings, basic office tasks, and filing.
- Upkeep of several program databases
- Creation of program newsletter

SALARY: \$2850 per semester and six credits of tuition support per semester

APPLICATION: Completed applications with letters of recommendation must be received in 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