

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for Campus Activities and Corey Union; 9-month position; reports to the Assistant Director of Corey Union

QUALIFICATIONS:

- REQUIRED: Completed Application Form; 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: Prior work experience in a college union; experience hiring, scheduling, and supervising employees; ability to work well with students, staff and faculty.

RESPONSIBILITIES: Assist in the administration of the Corey Union Information Center including selection, scheduling, training and evaluation of student employees, managing sales, including but not limited to contact with vendors, record keeping, reviewing invoices, approving for payment, etc; maintaining and updating information as necessary. Assist in supervising all technical services for Corey Union and Brown Auditorium (spring Fling included), develop through training and evaluation a highly skilled and efficient student audio-visual crew and schedule them as needed. Attend weekly department meetings; assist in various campus special events.

SALARY: \$5700.00 per year plus tuition waiver for up to six credit hours of graduate work 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 9, 2018. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer