

**GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY**

**POSITION:** Graduate Assistantship in the Childhood/Early Childhood Education Program  
**Two positions are available.**

**QUALIFICATIONS:**

**REQUIRED:**

- Graduate student pursuing a master's degree in Education or related area.
- Organizational skills.
- Knowledge of the childhood and early childhood programs.
- Ability to work well with others in the College and the community.
- Technological skills and a working knowledge of Microsoft Office Products.

**DESIRED:**

- Advanced computer skills.

***RELATION TO EDUCATIONAL PROGRAM:*** (Provide a statement outlining how this specific graduate assistantship contributes to the student's educational program).

The Graduate Assistant's educational program will be enhanced because the GA will be able to work closely with professors and will gain insight into teaching and/or research activities. The GA will have opportunities such as learning about educational research, developing pedagogical skills, acquiring leadership and administrative experiences. The GA will be able to collaborate with faculty members and assist undergraduate students with learning and/or instructional activities related to the GA's area of study.

**RESPONSIBILITIES**

- Work closely with Department Chairperson to schedule appropriate tasks.
- Assist CEC faculty with organization of class activities and PDS tasks.
- Assist students with software applications, hardware issues, and development of web-based projects.
- Maintain office hours when students can seek additional assistance with technological issues.
- Assist faculty and students with Taskstream tasks as needed.

**SALARY:** Six credits of tuition support/year; \$2,850.00 stipend/year; 10 hours/week

**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