

Graduate Assistant - ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant – History Department

QUALIFICATIONS:

REQUIRED: Acceptance into SUNY Cortland graduate program in history.

DESIRED: Strong writing and organizational skills, ability to work independently, proficiency in common software, including Word, Excel and Power Point, attention to detail and ability to problem-solve and complete tasks in a timely fashion.

RELATION TO EDUCATIONAL PROGRAM: Provide a statement outlining how this specific graduate assistant ship contributes to the student's educational program.

This position enables the student to work collaboratively with faculty members in the History Department by engaging in academic work central to the history profession, including research, teaching-related activities, and project management and support.

RESPONSIBILITIES: Twenty (20) hours per week obligation. Provide support for faculty members by assisting in research and teaching-related activities and other academic department activities, including research, assessment, data collection and analysis, grant development and implementation support, and other projects as needed. Under the supervision of history faculty, the Graduate Assistant may also provide academic support to undergraduates enrolled in history courses.

SALARY: \$2850 stipend and 6 credits of tuition support per semester

APPLICATION: Applicants must complete the Graduate Assistant Application form available from Graduate Admissions and arrange for two confidential letters of recommendation. Application form and letters of recommendation must be submitted to Graduate Admissions Office.

SUNY Cortland is an AA/EEO/ADA employer