

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: **Graduate Assistantship in Literacy**

QUALIFICATIONS:

- **REQUIRED:**
 - *Acceptance into SUNY Cortland graduate program in (list acceptable programs):*
 - Admission to or application to the Literacy Master's Program, SUNY Cortland (preferred) or admission to a master's program in Education, SUNY Cortland. An applicant who has not yet applied must indicate intention to apply and, if the applicant is chosen, will be given an assistantship conditional on successful admission to the program to which they applied. Ability to function as part of a team is essential.

- **DESIRED:** Technology skills including competence with word processing, data management, and presentation programs; teaching experience at the k-12 level. Flexibility in schedule is appreciated.

***RELATION TO EDUCATIONAL PROGRAM :** (Provide a statement outlining how this specific graduate assistantship contributes to the student's educational program.) The graduate assistant for the Literacy Department will have the opportunity to learn more about literacy research, the teaching of literacy, as well as working to understand how the data is used to support the day to day functions of the department.*

RESPONSIBILITIES: Assist chair in compiling and maintaining accurate enrollment records for the department. With the chair's direction, take on special projects that will assist the department in meeting national and state standards, publish bi-annual newsletter, update advisement and field experience handbooks. Teach classes on a substitute basis when appropriate and perform research for faculty members as needed. Assist secretary and fill in when necessary.

SALARY: \$5700 stipend and six credits of tuition per semester.

20 hours of work per 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