

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Orientation and Transitions

QUALIFICATIONS:

- REQUIRED:
  - Acceptance into SUNY Cortland graduate program
  - Strong organizational and problem-solving skills
  - Ability to work independently as well as part of a team
  - Strong communication skills
  - Evidence of campus involvement at the undergraduate or graduate level
- DESIRED:
  - Understanding of common transitional issues and concerns for first-year and transfer students
  - Previous experience in a student leadership position (ex. Resident Assistant, Orientation Leader, Peer Mentor, etc.)
  - Desire to learn
  - Creativity
  - Positive attitude and sense of humor

***RELATION TO EDUCATIONAL PROGRAM:*** *This Graduate Assistantship provides graduate students an opportunity to further develop critical thinking, communication, and customer service skills. The graduate student in this position will also work collaboratively as part of a team to implement programs and achieve goals. Additionally, this position provides the opportunity to develop professional relationships with faculty and staff in departments across campus.*

RESPONSIBILITIES:

The Graduate Assistant in Orientation and Transitions will assist the Advisement and Transition staff in providing programming and support for new students during their transition to SUNY Cortland. Specific responsibilities include:

- Assisting with the planning and implementation of transitional programs such as August and January Orientation programs, New Student Academic Convocation, and Transfer Connect events for incoming transfer students.
- Coordinating the Orientation Assistant student leader recruitment and selection process.
- Update and edit office publications such as the Student Planner and Parent Calendar.
- Serve as a resource to new undergraduate students transitioning to SUNY Cortland.
- Process evaluation data from Orientation programs.
- Assist with additional office programs, initiatives, and administrative tasks as needed.

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

APPLICATION: Completed applications with references must be received by 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.

- Completed Graduate Assistant Application with 2 letters of recommendation
- Cover letter
- Current resume
- May include an interview

SUNY Cortland is an AA/EEO/ADA employer