

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for Facilities and Aquatics; 9-month position; reports to the Assistant Director for Facilities and Aquatics; starting date is Monday, August 20, 2018.

RELATION TO EDUCATIONAL PROGRAM: this graduate assistantship will provide the candidate with a multitude of relatable administrative and personnel management skills, including, but not limited to supervision skills; conflict management; sharing constructive feedback with others; evaluating student employee performance; communicating with fellow employees, student employees, and participants; hiring scheduling and training staff; event and facility management; financial management and budget planning; and program evaluation and assessment. It will also provide the candidate with the opportunity to collaborate with colleagues in a program that specifically supports the SUNY Cortland campus priority of wellness. All of the aforementioned skills are transferrable to the candidate's educational success, and individual growth, and will be especially valuable for an individual seeking a career in the field of Campus Recreation.

QUALIFICATIONS:

- **REQUIRED:** acceptance into SUNY Cortland graduate program in Recreation Management, Kinesiology, Physical Education, Higher Education, Sports Management, Health, Economics, or related field; completed Application Form (access the form at <http://www.cortland.edu>, click on Academics, click on Assistantships); current resume; Bachelor's Degree; current CPR/First Aid/AED certification; and 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 Recreational Sports program; education or experience in Recreation, Physical Education or Sport Management; experience recruiting, hiring, training, scheduling, supervising, and evaluating student employees; lifeguard training certification; and an interest in pursuing a career in Campus Recreation.

RESPONSIBILITIES: assist the Assistant Director of Recreational Sports for Facilities and Aquatics with the supervision and daily operations of the Open Recreation Program in the Student Life Center; morning, evening, and weekend hours are required; assist with recruiting, interviewing, hiring, training, scheduling, supervising, and evaluating all student employees (approximately 150) in the Open Recreation Program for the positions of building supervisors, lifeguards, and facility supervisors; assist with overseeing the operation of the equipment checkout service including equipment management and making deposits on a regular basis using the Fusion facility management system; attend all Recreational Sports Staff meetings.

SALARY: stipend of \$6,555 per year, plus tuition waiver for up to 6 credit hours of graduate work per semester.

APPLICATION: completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045. Review of applications will begin immediately; however, applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA Employer