

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION:

Graduate Assistant for Sport Facility Management

9 month position, reports to the Sport Facilities Administrator Starting date is August 20, 2018.

QUALIFICATIONS:

- REQUIRED: Bachelors degree and acceptance into a SUNY Cortland Masters program
  
- DESIRED: Prior experience with facility management/scheduling; education or experience in facility management, sport management, physical education, recreation or other directly related area; experience in hiring, scheduling, supervising employees; CPR/First Aid certification;

RESPONSIBILITIES:

Assist Sport Facility Administrator with daily operations of all sport facilities and events, including but not limited to:

- Supervise sport facilities and staff during open hours and events (evening and weekend hours required)
- Hire, train, schedule and evaluate sport facilities staff
- Responsible for covering events held at the stadium
- Assist in scheduling of stadium for classes, athletic practices and contests, sport clubs, intramural events, outside groups and special events
- Assist with ticket operations
- Assist with the development, and implementation of stadium operation policies
- Assist in maintaining website
- Physical labor is required.

SALARY: \$6,270 per year plus tuition waiver for up to six (6) credit hours of graduate work per semester.

APPLICATION:

SUNY Cortland is an AA/EEO/ADA employer