

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Teacher Education

QUALIFICATIONS:

- REQUIRED:
  - *Acceptance into SUNY Cortland graduate program*
  - *Strong technology skills*
  - *Excellent oral and written communication skills*
  - *Ability to work well with others*
  
- DESIRED:
  - *Acceptance in an education graduate program.*

***RELATION TO EDUCATIONAL PROGRAM: (Provide a statement outlining how this specific graduate assistantship contributes to the student's educational program.)***

RESPONSIBILITIES:

Student will assist with accreditation efforts of our teacher education programs by:

- Assisting in the entry of data for teacher education programs into an on-line database;
- Taking part in the analysis of data related to teacher education programs;
- Supporting faculty and administrators in the use of the on-line database;
- Working collaboratively with faculty and staff in the academic parties to complete all tasks in the accreditation process.

Contribution to education of the student: This assistantship will help students understand the accreditation process and become proficient in the analysis of data for accountability purposes.

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

APPLICATION Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer