

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistantship in Foundations of Education and Inclusive Education. Two positions are available.

QUALIFICATIONS:

- REQUIRED:
 - *Acceptance into SUNY Cortland graduate program in (list acceptable programs):*
 - MSED_TSD
 - MSED_TSD_SEV
 - MSED_TDA
 - MSED_TDA_SEV

Admission to or application to a Master's program in education at SUNY Cortland. Evidence of high levels of academic achievement, writing and communications skills. Interest in urban education, inclusive education, and equity issues in education. Ability to function as part of a team is essential. Competence with word processing.

- DESIRED:
 - Technology skills including data management (Excel)
 - Desktop Publishing and website development software.
 - Teaching experience at K-12 level. Urban teaching experience. Special education or Inclusive Special Education.

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

RESPONSIBILITIES:

Working with Technology Help center to update web page for department

Assist with office support (answering phone, photocopying, mail run)

Assist individual professors with specific, time-limited projects such as

- Administer a class test in lieu of professor (absence)
- Set up media for a professor
- Gather specific literature for reference checks
- If GA is in TSD/TDA program, can provide basic assistance with undergraduate classes following instructor's guidelines
- Prepare advisement materials for new major with assistance / guidance from Chair
- Hold specific office hours for drop-in advisement for new majors

SALARY: Graduate Tuition Support for 3 credits and \$1250 stipend each semester. 10 hours per week commitment for each 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

Miller Building, Room 106 • P.O. Box 2000 • Cortland, NY 13045-0900

Phone: (607) 753-4800 • Fax: (607) 753-5988 • E-mail: graduate.admissions@cortland.edu