ANNOUNCEMENT OF VACANCY
(Pending funding approval)

POSITION:  Sport Management Department Graduate Assistant Internships and Service Learning

QUALIFICATIONS:  REQUIRED:

1. Undergraduate degree
2. Accepted to MS in Sport Management program.
3. Undergraduate coursework in sport management, business, communications, management, information technology, computer science or related experience
4. Solid communication and writing skills
5. Strong organizational abilities and detail orientation
6. Advanced information technology knowledge and skills

DESIRED:
1. Previous industry experience in sport management
2. Previous supervisory experience
3. Demonstrated interest in research

RESPONSIBILITIES:

1. Assist Sport Management Undergraduate and Graduate Internship Coordinators in maintaining and coordinating databases and files related to facilitating intern placement including, but not limited to: researching and posting available internship positions as derived from a number of web-based sources.
2. Assist Sport Management Undergraduate and Graduate Internship Coordinators in maintaining and coordinating databases and files related to interns during their respective placements.
3. Assist the Sport Management Club Faculty Advisor with the supervision and coordination of all Club activities including event management coordination (e.g., Annual Sport Management Conference, Awards Ceremony, fundraising activities, etc.); guest speakers; field trips and social functions.
4. Attend weekly Sport Management Club Executive Board Meetings (evenings) and bi-monthly General Club meetings (evenings) as needed/required. It is understood the above Club activities will include evenings and weekend hours.
5. Maintain office hours as directed.
6. Assist with student and faculty research.
7. Other duties as assigned by the Department Chair.

SALARY:  6 credits of tuition support and a $2500 stipend per semester

APPLICATION:  Completed applications with letters of recommendation are due in the Graduate Admissions Office, SUNY Cortland, 106 Miller Bldg., Cortland, NY 13045 As Soon As Possible.

SUNY Cortland is an AA/EEO/ADA employer