

## GRADUATE ASSISTANT

### ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Disability Services (2 positions)

#### QUALIFICATIONS:

- **REQUIRED:**
  - **Completed application form**
  - **Bachelor's Degree**
  - **Two letters of recommendation**
  - **Effective communication, organizational, and interpersonal skills**
  - **Acceptance into SUNY Cortland graduate program in one of the following: Adolescence Education, Childhood Education, Communication Sciences and Disorders, Exercise Science, Health, Literacy Education, Physical Education, Recreation, Sport Management, or Teaching Students with Disabilities**
  
- **DESIRED:**
  - **Experience working with people with disabilities and diverse populations**
  - **Knowledge of access technologies**
  - **Experience in confidential work environment**
  - **Experience coordinating and publicizing events and meetings**

RELATION TO EDUCATIONAL PROGRAM : A student who is studying to work directly with people with disabilities will gain such experience in this position, as the Graduate Assistant will interact daily with SUNY Cortland's students with disabilities and with access technology software. Additionally, the Graduate Assistant will be expected to implement a campaign or plan and publicize an event to improve disability culture on campus. If one's educational program includes training for community education, event management, or marketing, one will be able to build related skills in this position.

RESPONSIBILITIES: Assist the Coordinator of Test Administration Services with scheduling and administering test accommodations for SUNY Cortland students with disabilities during regular business hours. Prepare exams for text-to-speech software. Participate in producing electronic alternate format textbooks. Supervise the Access Technology Lab to maintain a welcoming environment with minimal distractions. Assist in planning and publicizing at least one event to improve disability culture on campus.

SALARY: \$2500 per semester plus tuition waiver for up to six credit hours of graduate work 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 by March 22, 2017. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer