ANNOUNCEMENT OF VACANCY
(Pending funding approval)

POSITION: Sport Management Department Graduate Assistant, Information Technology

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 information technology
2. Previous industry experience in sport management
3. Previous supervisory experience
4. Demonstrated interest in research

RESPONSIBILITIES:

The duties of the Information Technology Graduate Assistant in Sport Management involve working with the faculty to:

1. Supervise and assist undergraduates with classroom and laboratory work.
2. Assist the Director of the Sport Media & Technology Learning Center in maintaining and managing the SMTLC’s hardware and software.
3. Organize the scheduling and logistics of SMTLC classroom and training reservations.
4. Maintain content on the Sport Management Department Web site.
5. Update Sport Management Department databases.
6. Maintain regularly scheduled office hours.
7. Supervise regularly scheduled open lab hours in the SMTLC.
8. Assist with student and faculty research.
9. Complete 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