

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in the Office of Substance Abuse Prevention and Education

QUALIFICATIONS:

REQUIRED:

- *Acceptance into SUNY Cortland graduate program in (list acceptable programs):*
- Health Education or Community Health
- Bachelor's Degree
- Two letters of recommendation
- Ability to work and communicate well with students, faculty and staff

DESIRED:

- Interest in a health-related field
- Knowledge of SUNY Cortland's Student Code of Conduct
- Experience in confidential work environment
- Experience coordinating events and meetings

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

RESPONSIBILITIES:

Assist the Coordinator with:

- Presenting programs and training sessions on alcohol and other drug topics campus wide
- Meeting with judicially referred students with alcohol and other drug sanctions
- Appropriate needs assessment and evaluations of campus prevention programs

SALARY:

- \$5,000 per year 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. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer