

GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION:

Graduate Assistant for Sport Facility Management

9 month position, reports to the Sport Facilities Administrator Starting date is August 21, 2017.

QUALIFICATIONS:

- **REQUIRED:** Bachelor's degree and acceptance into a SUNY Cortland Master's program
- **DESIRED:** Prior experience with facility management/scheduling; education or experience in facility management, sport management, physical education, recreation or other directly related area; experience in hiring, scheduling, supervising employees; CPR/First Aid certification;

RESPONSIBILITIES:

Assist Sport Facility Administrator with daily operations of all sport facilities and events, including but not limited to:

- Supervise sport facilities and staff during open hours and events (evening and weekend hours required)
- Hire, train, schedule and evaluate sport facilities staff
- Responsible for covering events held at the stadium
- Assist in scheduling of stadium for classes, athletic practices and contests, sport clubs, intramural events, outside groups and special events
- Assist with ticket operations
- Assist with the development, and implementation of stadium operation policies
- Assist in maintaining website
- Physical labor is required.

SALARY: \$5,500 per year plus tuition waiver for up to six (6) credit hours of graduate work per semester.

APPLICATION: Completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045. Review of applications will begin immediately; however, applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer