

## GRADUATE ASSISTANT

### ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Disability Resources (3 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, Athletic Training, Childhood Education, Communication Sciences and Disorders, English, English as a Second Language, 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 maintaining privacy in work environment**
  - **Experience coordinating and publicizing events and meetings**
  - **Experience training others on procedures and/or technologies**

RELATION TO EDUCATIONAL PROGRAM : A student who is studying to work directly with people with disabilities will gain valuable experience in this position, as the Graduate Assistant will interact daily with SUNY Cortland's students with disabilities and train them on procedures and technology. Additionally, a Graduate Assistant may assist with the office's programming, including events and/or social media. 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: Work with other graduate assistants to schedule and administer test accommodations for SUNY Cortland students with disabilities and their professors. Create a testing environment that is quiet and welcoming to students and maintains faculty confidence in exam security. Prepare exams for text-to-speech software. Participate in producing electronic alternate format textbooks. Train students on how to use their accommodations and how to use access technologies. Work to improve the disability climate on campus through the office's programming, including events and/or social media. 20 hours per week obligation during weekday testing hours.

SALARY: \$3500 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. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer