

GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: **International Programs Office - Graduate Assistant**; Starting Date: August 26, 2024

QUALIFICATIONS:

REQUIRED:

- Acceptance into SUNY Cortland graduate program
- Excellent organizational and problem-solving skills, including attention to detail and accuracy
- Ability to work independently as well as part of a team
- Communicate effectively both verbally and in writing
- Strong computer skills: Microsoft Word, Excel, and Power Point
- Evidence of campus involvement at the undergraduate or graduate level

DESIRED:

- Interest in international education
- Experience with program planning for small and large events
- Knowledge and experience managing social media platforms
- Demonstrated ability to learn and apply new technology
- Creativity, high energy, strong work ethic, positive attitude, and professionalism

RELATION TO EDUCATIONAL PROGRAM: The International Programs Office GA promotes education abroad and intercultural learning at SUNY Cortland, and collaborates with student peer advisors on cultural events to provide a welcoming environment to international students.

Specific responsibilities include:

- Support with student walk-in advising, study abroad program selection and application review
- Assist with the planning and implementation of Study Abroad Fairs and Info sessions
- Study abroad outreach at campus-wide events
- Assist with the Course Equivalency Database and course mapping project
- Assist with the development and implementation of programs and activities for welcoming and integrating international students to the campus community: program selection, planning and marketing, creating budgets, student outreach, and work with the International Club.
- Plan, schedule, and organize student activities, trips, and events for international students.

Social Media:

- Maintain social media content calendar and post scheduling
- Update and assist with social media marketing and publications for programs and events
- Assist in creating and distributing the newsletter
- Create event graphics using platforms like Canva, Facebook events, and Instagram posts

Other Duties

- Participate in meetings and workshops
- Provide support for pre-arrival and pre-departure student activities: create and revise pre-arrival/pre-departure information materials; organize new student documentation, and other administrative tasks.
- Create and distribute surveys and questionnaires as necessary
- Other duties as assigned

SALARY/STIPEND: \$3,500 per semester plus:

TUITION SUPPORT: Tuition waiver for up to 6-credit hours of graduate work per semester. Flexibility to work evenings and/or weekends as needed.

APPLICATION: Completed application, with letters of recommendation, and resume, must be sent to the Graduate Admissions Office, P.O. Box 2000, Cortland, NY 13045 or to graduate.admissions@cortland.edu. Review of applications will begin immediately, however, applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer