

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Half Graduate Assistant

QUALIFICATIONS:

- REQUIRED:
 - *Acceptance into SUNY Cortland graduate program in (list acceptable programs):*

- DESIRED:
 - Full-time 1st year graduate student in the Department of Communication Disorders and Sciences.
 - Strong academic history.
 - Excellent organizational skills.
 - Ability to work independently.
 - Good computer skills.
 - Have HIPAA training and training in the protection of the rights of human subjects.
 - Excellent interpersonal skills
 - Strong writing skills.

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

Graduate assistants in the Communication Disorders and Sciences Department have the opportunity to learn clinic scheduling, professional behavior with the public, participate in research being carried out by faculty in the department, complete and file forms and paperwork, and supervision of undergraduate students, among other duties listed below. All of these activities are likely to be part of a speech-language pathologist's professional responsibilities.

RESPONSIBILITIES:

The graduate assistant's first responsibility is to perform successfully in class and clinically. They must maintain the required department GPA. This also includes attendance and participation in all related departmental/university activities including workshops, teleconferences, as well as clinical and NSSLHA meetings when requested.

Graduate assistantship assignments entail 20 hours per week. While there is some flexibility in the scheduling of the required 20 hours, the GA is expected to communicate carefully with his/her GA supervisor and to make herself/himself available for the appropriate amount of time.

General policies and rules approved by the Graduate School will be followed in regard to graduate assistantship. The department expects professionalism in the conduct of its graduate assistants. This is demonstrated through a

positive interpersonal communication style, as well as appropriate discretion and maintenance of confidentiality in any matters regarding departmental and clinical issues.

Depending on the nature of the assignment, the student may be required to perform any of the following duties or some combination of these duties:

Teaching Duties - Assist in didactic, laboratory, and clinical preparation including (e.g. reading papers and examinations, preparing bibliographies), attend and or provide supervised instruction in undergraduate courses, supervise and assist in the evaluation of undergraduate assignments.

Research Duties - Assist in maintenance of data base compilation, file reviews, literature search and data collection activities; preparation of convention/workshop presentations and pertinent publications.

Clinical Duties - Assist in maintenance of clinic schedules, material inventory and check-out, file management and related administrative activities.

Other: Assist in organizing the annual educational conference as needed.

The department chair in consultation with faculty to include Program/Graduate Coordinator, Clinic Director, Assistant Clinic Director, and Audiology coordinator will make the assignments.

SALARY/STIPEND: \$1,750 stipend salary per semester

TUITION SUPPORT: 3 credits of tuition support 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 by March 30, 2015. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer