

**GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY**

**POSITION:**

- Graduate Assistant for Stadium Complex and Sport Facilities
- 9 month position starting date is August 23, 2021.

**QUALIFICATIONS:**

- **REQUIRED:**
  - Acceptance into a SUNY Cortland Master's program; Bachelor's Degree.
  - Strong communication and organization skills, including the ability to clearly communicate with coaches, administrators and other users/visitors of the facilities.
  - Ability to work nights and weekends, including break and holidays as needed.
  - Enthusiastic with desire to work hard.
  
- **DESIRED:**
  - Experience in hiring, scheduling, training and supervising employees
  - Prior experience with facility management and scheduling events
  - Working as part of a group to complete tasks
  - Past work with the public in customer service role
  - Experience or education in one of the following fields: Facility Management, Sport Management, Athletic Administration or other related area field
  - Certification in First Aid and CPR.

**RESPONSIBILITIES:**

- Assist Stadium Manager with daily operations of all sport facilities and events, including but not limited to:
  - Supervise sport facilities and staff during open hours and events
  - Hire, train, schedule and evaluate sport facilities staff, including interns
  - Responsible for supervising campus and external events held at the stadium and sport facilities
  - Assist in scheduling of stadium for classes, athletic practices and contests, sport clubs, intramural events, outside groups and special events;
  - Assist with ticket operations (including cash handling and deposits);
  - Assist with updating, developing, and implementing stadium and campus operation policies
  - Some physical labor is required
  - Assist with all other duties as assigned by Stadium Manager

**SALARY:** \$8,050 per year, plus tuition waiver for up to six (6) credit hours of graduate work per semester.

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

SUNY Cortland is an AA/EEO/ADA employer