GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in the Office of Substance Abuse Prevention and Education

QUALIFICATIONS:

• REQUIRED
  o Acceptance into SUNY Cortland graduate program in (list acceptable programs):
  o Health Education or Community Health
  o Bachelor’s Degree
  o Two letters of recommendation
  o Ability to work and communicate well with students, faculty and staff

• DESIRED:
  • Interest in health-related field
  • Knowledge of SUNY Cortland’s Student Code of Conduct
  • Experience in confidential work environment
  • Experience coordinating events and meetings

RESPONSIBILITIES:

Assist the Substance Abuse Prevention and Education Coordinator with:

• Presenting programs and training sessions on alcohol and other drug topics campus wide
• Create and distribute weekly alcohol and other drug information for all residence halls
• Secretary for the Alcohol and Other Drug Committee Coalition
• Miscellaneous tasks as needed

SALARY:

$7,000 per year, plus tuition waiver for up to six credits of graduate study per semester

APPLICATION:

Completed applications with letters of recommendation must be sent to the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045