

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

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

QUALIFICATIONS:

- REQUIRED
  - Acceptance into SUNY Cortland graduate program in (list acceptable programs):
  - Health Education or Community Health
  - Bachelor's Degree
  - Two letters of recommendation
  - 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