

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Orientation and Transition

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into SUNY Cortland graduate program
 - Strong organizational and problem-solving skills
 - Ability to work independently as well as part of a team
 - Strong communication skills
 - Evidence of campus involvement at the undergraduate or graduate level
- **DESIRED:**
 - Understanding of common transitional issues and concerns for first-year and transfer students
 - Previous experience in a student leadership position (ex. Resident Assistant, Orientation Leader, Peer Mentor, etc.)
 - Desire to learn
 - Creativity
 - Positive attitude and sense of humor

RELATION TO EDUCATIONAL PROGRAM: *This Graduate Assistantship provides graduate students an opportunity to further develop critical thinking, communication, and customer service skills. The graduate student in this position will also work collaboratively as part of a team to implement programs and achieve goals. Additionally, this position provides the opportunity to develop professional relationships with faculty and staff in departments across campus.*

RESPONSIBILITIES:

The Graduate Assistant in Orientation and Transition will assist the Advisement and Transition staff in providing programming and support for new students during their transition to SUNY Cortland. Specific responsibilities include:

- Assist with the planning and implementation of transitional programs such as August and January Orientation programs, New Student Academic Convocation, and Transfer Connect events for incoming transfer students.
- Coordinate the Orientation Assistant student leader recruitment and selection process.
- Update and edit office publications such as the Student Planner and Parent Calendar.
- Serve as a member of the Orientation Committee and assist in planning summer Orientation programs.
- Serve as a resource to new undergraduate students transitioning to SUNY Cortland.
- Process evaluation data from Orientation programs.
- Assist with additional office programs, initiatives, and administrative tasks.

SALARY/STIPEND: \$1750 stipend per semester

TUITION SUPPORT: 3 credits of tuition support per semester

APPLICATION: completed application, with letters of recommendation, cover letter, and resume, must be sent to the Graduate Admissions Office, PO 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.

- Phone interview (will be contacted directly to schedule)

SUNY Cortland is an AA/EEO/ADA employer