

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for the Parks Alumni House, assisting with events, lodging, and facilities of the house. This position reports to the General Manager of the house.

QUALIFICATIONS:

- **REQUIRED:** Completed Application Form; Bachelor's Degree; two letters of recommendation with at least one coming from a person familiar with applicant's ability to do graduate work.
- **DESIRED:** Prior work experience in customer service, working in a fast-paced industry. Experience working with the public; ability to work nights and weekends.

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

RESPONSIBILITIES: Assist with the events at the Parks Alumni House-set-up, tear down and assisting during the event; covering overnight guest stays-providing guest service, making sure guest have what is needed, getting continental breakfast ready; assisting with the Parks Alumni House inventory system, working with the general manager to develop new marketing ideas for the house, attend weekly house meetings.

SALARY: \$7,000.00 per year plus tuition waiver for up to six credit hours of graduate work per semester

APPLICATION: Completed applications with letters of recommendation must be received in the Graduate Admissions Office, PO Box 2000, Cortland, NY 13045, and Cortland, NY 13045 by April 9, 2022. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer