

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Communication Disorders and Sciences

QUALIFICATIONS:

- **REQUIRED:**
 - Undergraduate degree
 - Acceptance to the MS program in Communication Disorders and Sciences
 - Very good oral and written communication skills
 - Strong organizational skills and attention to detail
 - Advanced information technology skills

- **DESIRED:**
 - Previous supervisory experience
 - Interest in research
 - Previous clinical experience

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

A Graduate Assistant in this department does office work and provides assistance with technological issues for the Department and individual faculty members. May assist with research tasks and/or coursework in all department classes for individual faculty members as required. Working with faculty on these issues provides additional experience that can be directly related to the student's educational program and resume.

RESPONSIBILITIES:

The duties of the Graduate Assistant in Communication Disorders and Sciences involve working with the faculty to:

1. Assist with office work in the department office.
2. Assist with student and faculty research.
3. Supervise and assist undergraduate and graduate students with classroom and clinic work as requested by faculty.
4. Other duties as assigned by department chair and/or department secretary.

SALARY/STIPEND: 3 credits of campus supported tuition per semester, \$1750 stipend per semester, 10 hour/week obligation

APPLICATION:

Completed applications are due in the Graduate Admissions Office, PO Box 2000, Cortland, NY 13045 or to graduate.admissions@cortland.edu as soon as possible.

SUNY Cortland is an AA/EEO/ADA employer