

## GRADUATE ASSISTANT

### ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistantship in Foundations and Social Advocacy and Inclusive Education.

#### QUALIFICATIONS:

- **REQUIRED:**

Admission to or application to SUNY Cortland's Special Education (1–6 or 7–12) Master's Program (*preferred*) or admission to any Education related Master's Program at SUNY Cortland. Evidence of high levels of academic achievement, writing and communication skills. Interest in urban education, inclusive education, and equity issues in education. Ability to function as part of a team is essential. Competence with word processing.

- **DESIRED:**

- Technology skills including data management (Excel)
- Desktop Publishing and website development software
- Teaching experience at K-12 level. Urban teaching experience. Special Education or Inclusive Special Education.

#### RESPONSIBILITIES:

Working with Technology Help Center to update web page for department

Assist with office support (answering phones, photocopying, mail run)

Assist individual professors with specific, time-limited projects as

- Administer a class test in lieu of professor (absence)
- Set up media for a professor
- Gather specific literature for reference checks
- If GA is in TSD/TDA program, can provide basic assistance with undergraduate classes following instructor's guidelines
- Prepare advisement materials for new major with assistance / guidance from Chair
- Hold specific office hours for drop-in advisement for new majors

SALARY/STIPEND: \$3500 stipend each semester. 20 hours per week commitment for each semester.

TUITION SUPPORT: Graduate Tuition Support for 6 credits per semester

APPLICATION: Applications with letters of recommendation must be sent to:

Graduate Admissions Office, PO Box 2000, Cortland, NY 13045 or to: [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu)

Applications will be accepted until the position is filled