

ANNOUNCEMENT OF VACANCY

(Pending funding approval)

POSITION: Sport Management Department Graduate Assistant - Internships and Service Learning

QUALIFICATIONS: REQUIRED:

1. Undergraduate degree
2. Accepted to MS in Sport Management program
3. Solid communication and writing skills
4. Strong organizational abilities and detail oriented
5. Advanced information technology knowledge and skills

DESIRED:

1. Previous industry experience
2. Previous supervisory experience
3. Demonstrated interest in research

RELATION TO EDUCATIONAL PROGRAM: Student does research for faculty members and also assists in seeking and organizing internship options for our students. These activities give the student additional research experience, a component of every course in the graduate program. Exposure to the internship process helps the student understand the inner workings of the sport industry. Working with faculty members on these issues gives the student additional experience that can be directly related to the student's educational program.

RESPONSIBILITIES:

1. Assist Sport Management Undergraduate and Graduate Internship Coordinators in maintaining and coordinating databases and files related to facilitating intern placement including, but not limited to: researching and posting available internship positions as derived from a number of web-based sources.
2. Maintaining and coordinating databases and files related to interns during their respective placements.
3. Supervise and assist undergraduates with classroom and laboratory work as requested by faculty.
4. Maintain presence in department as necessary.
5. Assist with student and faculty research.
6. Other duties as assigned by the Department Chair.

SALARY: 3 credits of tuition support and a \$1750.00 stipend per semester

APPLICATION: Completed application, with letters of recommendation and resume, must be sent to 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.

SUNY Cortland is an AA/EEO/ADA employer