GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in the office of Substance Abuse Prevention and Education

QUALIFICATIONS:
• REQUIRED:
  o Acceptance into SUNY Cortland graduate program in: Community Health or Health Education
  o Bachelor’s Degree
  o Ability to work and communicate effectively with students, faculty and staff
  o Ability to participate in outreach and tabling events

• DESIRED:
  o Interest in working in a health-related field
  o Knowledge of SUNY Cortland’s Student Code of Conduct
  o Experience working in a confidential environment
  o Experience coordinating events and meetings
  o Experience working with digital marketing software (Canva, Crello, Visme, etc.)

RELATION TO EDUCATIONAL PROGRAM: The Graduate Assistantship in the Substance Abuse Prevention and Education office contributes to the education of a student pursuing a degree in the Community Health and Health Education field by providing hands-on experience with outreach and education of the risks of substance misuse. The student will also put into practice data collection, including assessing, implementing, and evaluating programs and trends in substance use within the college population.

RESPONSIBILITIES: Assist the Substance Abuse Prevention and Education Coordinator with the following:
  o Present programs and training sessions on alcohol and other drug related topics to various campus wide constituencies
  o Create weekly alcohol and other drug information packets, handouts and fliers for residence halls and other campus locations
  o Take minutes at monthly Alcohol and Other Drug (AOD) Committee meetings
  o Participate in tabling and outreach events
  o Assist in data collection, including needs assessments and evaluations

SALARY/STIPEND: $3500 stipend per semester, 20 hour/week obligation

TUITION SUPPORT: Tuition waiver for up to six credit hours of graduate work per semester

APPLICATION:
• A cover letter outlining your experience and interest in this position
• Two letters of recommendation that speak to candidate’s work-related experience and skills are required to apply
Completed applications with letters of recommendation should be submitted to Graduate Admissions Office, PO Box 2000, Cortland, NY 13045 or to graduate.admissions@cortland.edu

SUNY Cortland is an AA/EEO/ADA employer