

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Teacher Education

QUALIFICATIONS:

- REQUIRED:
  - *Acceptance into SUNY Cortland graduate program*
  - *Strong technology skills*
  - *Excellent oral and written communication skills*
  - *Ability to work well with others*
- DESIRED:
  - *Acceptance in an education graduate program.*

RESPONSIBILITIES:

Student will assist with accreditation efforts of our teacher education programs by:

- Assisting in the entry of data for teacher education programs into an on-line database;
- Taking part in the analysis of data related to teacher education programs;
- Supporting faculty and administrators in the use of the on-line database;
- Working collaboratively with faculty and staff in the academic parties to complete all tasks in the accreditation process.

Please Note: The Teacher Education Graduate Assistant provides academic and instructional support to college faculty and education major students across the campus. If the semester has to be conducted virtually, the Education GA responsibilities will be adjusted to provide this continued support through virtual tools and individual outreach. The 20 hour per week commitment would include WebEx meetings as necessary, continued completion of analysis and data related tasks through online collaboration tools, and support to both faculty and students through virtual and distancing communication strategies as developed by the supervising faculty member. Data entry and assessment work will continue with VPN training and secure access to any platforms as needed.

Contribution to education of the student: This assistantship will help students understand the accreditation process and become proficient in the analysis of data for accountability purposes.

SALARY: 6 credits of tuition support per semester, \$3500 stipend per semester, 20 hour/week obligation

APPLICATION: Submit completed applications with letters of recommendation to the Graduate Admissions Office, PO Box 2000, Cortland, NY 13045 or to [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu)

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