GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for Alumni Engagement to support metric development and assist with events. This position reports to the Executive Director of Alumni Engagement.

QUALIFICATIONS:

• REQUIRED: Completed Application Form; Bachelor’s Degree; two letters of recommendation with at least one coming from a person familiar with applicant’s ability to do graduate work.

• DESIRED: Prior work experience in data analysis and/or event planning. Experience working in customer service; ability to work nights and weekends.

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

RESPONSIBILITIES: This assistantship will create a metric system to assess alumni engagement goals and initiatives. The GA will develop assessment tools and create a schedule for annual collection and review. The GA will provide suggestions to improve programs or initiatives utilizing the data. The GA will learn to utilize analytical tools provided through various outreach software including a customer relationship management (CRM) system. The GA will create a way to succinctly share data with the Alumni Association board of directors. The GA will receive training on engaging alumni, hosting and executing events. The GA will provide event support.

SALARY: $6400.00 per year plus tuition waiver for up to six credit hours of graduate work per semester

APPLICATION: Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, and Cortland, NY 13045 by April 9, 2022. Late applications will be accepted until the position is filled.

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