

GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: Childhood Early Childhood Education

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into SUNY Cortland graduate program in (list acceptable programs):
 - Graduate student pursuing a master's degree in Education or related area
 - Organizational skills
 - Knowledge of the Childhood Early Childhood programs
 - Ability to work well with others in the College and community
 - Technological skills and a working knowledge of Microsoft Office Products
- **DESIRED:**
 - Advanced computer skills

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

The Graduate Assistant educational program will be enhanced because the GA will be able to work closely with professors and will gain insight into teaching and or research activities. The GA will have opportunities such as learning about educational research, developing pedagogical skills, acquiring leadership and administrative experiences. The GA will be able to collaborate with faculty members and assist undergraduate students with learning and or instructional activities related to the GA's area of study.

RESPONSIBILITIES:

- Work closely with Department Chairperson to schedule appropriate tasks
- Assist CECE faculty with organization of class activities and PDS tasks
- Assist students with software applications, hardware issues, and development of web-based projects
- Maintain office hours when students can seek additional assistance with technological issues
- Assist faculty and students with Watermark tasked as needed

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

TUITION SUPPORT: Full: 6 credits of tuition support per semester

APPLICATION: Completed applications with letters of recommendation are sent to the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045. Applications will be accepted until the position is filled.

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