

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistantship in the SUNY Cortland Cupboard

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into SUNY Cortland graduate program in: Community Health, Health Education or a related field.
 - Strong interpersonal and communication skills
 - Ability to work independently as well as part of a team
 - Strong organizational and problem-solving skills
 - Evidence of campus involvement at the undergraduate or graduate level

- **DESIRED:**
 - Understanding of college student food insecurity issues and concerns
 - Previous experience in a student leadership position (ex. Resident Assistant, Orientation Leader, Peer Mentor, etc.)
 - Working knowledge of Microsoft office (Word, Excel, Powerpoint, Publisher) and other online advertisement websites such as canva
 - Prior organizational experience managing college programs
 - Desire and willingness to learn

RELATION TO EDUCATIONAL PROGRAM: This Graduate Assistantship provides a graduate student an opportunity to further develop organizational, communication, and interpersonal skills. The graduate student in this position will also work collaboratively as part of a team to address the needs of student food insecurity. Additionally, this position provides the opportunity to develop professional relationships with faculty and staff in departments across campus.

RESPONSIBILITIES: The Graduate Assistant in the SUNY Cortland Cupboard will assist the Health Educator and Board of Directors of the SUNY Cortland Cupboard in providing outreach, education, programming and support for students at SUNY Cortland. Specific responsibilities include:

- Maintain the Cupboard's safety, cleanliness, and completeness
- Assist with additional office programs, initiatives and administrative tasks
- Maintain inventory (if requested)
- Hold office hours
- Attend Board meetings
- Promote the Cupboard over Instagram

- Help promote Swipe Out Hunger through tabling and social media
- Assist in disposing food from the refrigerator from FFF or Food Rescue
- Promote visibility and awareness of the Cupboard
- Provide weekly updates
- Reflect on activities, per prompts from the Cupboard's Board

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

TUITION SUPPORT: 6 credits of tuition support per semester

APPLICATION:

- Completed Graduate Assistant Application with 2 letters of recommendation
- Cover letter
- Current resume
- Phone/WebEx interview (will be contacted directly to schedule)
- Applications will be accepted until the position is filled

SUNY Cortland is an AA/EEO/ADA employer