

GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistantship in Foundations and Social Advocacy and Inclusive Education.

QUALIFICATIONS:

• REQUIRED:

Acceptance into SUNY Cortland graduate program in Special Education (1–6 or 7–12) Master's Program (preferred) or admission to any Education related Master's Program at SUNY Cortland. Evidence of high levels of academic achievement, writing and communication skills. Interest in urban education, inclusive education, and equity issues in education. Ability to function as part of a team is essential. Competence with word processing.

• DESIRED:

- Technology skills including data management (Excel)
- Desktop Publishing and website development software
- Teaching experience at K-12 level. Urban teaching experience. Special Education or Inclusive Special Education.

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

RESPONSIBILITIES:

- Working with Technology Help Center to update web page for department
- Assist with office support (answering phones, photocopying, mail run)
- Assist individual professors with specific, time-limited projects as
 - Administer a class test in lieu of professor (absence)
 - Set up media for a professor
 - Gather specific literature for reference checks
 - If GA is in TSD/TDA program, can provide basic assistance with undergraduate classes following instructor's guidelines
 - Prepare advisement materials for new major with assistance / guidance from Chair
 - Hold specific office hours for drop-in advisement for new majors

SALARY/STIPEND: \$3500 stipend each semester. 20 hours per week commitment for each semester.

TUITION SUPPORT: Graduate Tuition Support for 6 credits.

APPLICATION: Applications with letters of recommendation must be sent to:

Graduate Admissions Office
SUNY Cortland
Miller Building, Room 106
Cortland, New York 13045

Applications will be accepted until the position is filled