

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in the office of Prevention Education

QUALIFICATIONS:

- REQUIRED:
  - *Acceptance into SUNY Cortland graduate program in: Community Health or Health Education*
  - Bachelor's Degree
  - Ability to work and communicate effectively with students, faculty, and staff
  - Ability to participate in outreach and tabling events
  
- DESIRED:
  - Interest in working in a health-related field
  - Knowledge of SUNY Cortland's Student Code of Conduct
  - Knowledge about harm reduction and health behavior theories
  - Experience working in a confidential environment
  - Experience coordinating events and meetings
  - Experience working with digital marketing software (Canva, etc.)

***RELATION TO EDUCATIONAL PROGRAM:***

*The Graduate Assistantship in the Prevention Education office contributes to the education of a student pursuing a degree in the Community Health and Health Education field by providing hands-on experience with outreach and education of harm reduction strategies surrounding substance use, the risks of substance misuse, and prevention of sexual violence. The student will also put into practice data collection, including assessing, implementing, and evaluating programs and trends in substance use within the college population.*

RESPONSIBILITIES: Assist the Prevention Educator with the following:

- Present programs and training sessions on alcohol and other drug related topics, as well as sexual violence prevention, to various campus wide constituencies
- Create alcohol and other drug information packets, handouts and fliers for residence halls and other campus locations
- Take minutes at monthly Alcohol and Other Drug (AOD) Committee meetings
- Participate in tabling and outreach events
- Serve as a member of prevention education committees
- Assist in data collection, including needs assessments and evaluations

SALARY/STIPEND: \$1750 stipend per semester, 10 hour/ week obligation

TUITION SUPPORT: 3 credits of tuition support per semester

APPLICATION:

- A cover letter outlining your experience and interest in this position
- Two letters of recommendation that speak to candidate's work-related experience and skills are required to apply

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SUNY Cortland is an AA/EEO/ADA employer