

## GRADUATE ASSISTANT

### ANNOUNCEMENT OF VACANCY

POSITION: Sport Management Department Graduate Assistant – Internships and Service Learning

#### QUALIFICATIONS:

- **REQUIRED:**
  - Accepted into SUNY Cortland graduate program in (International Sport Management [ISPM] or Sport Management [SPMG])
  - Undergraduate degree
  - Solid communication and writing skills.
  - Strong organizational abilities and detail oriented
  - Advanced information technology knowledge and skills
  
- **DESIRED:**
  - Previous industry experience
  - Previous supervisor experience
  - Demonstrated interest in research

***RELATION TO EDUCATIONAL PROGRAM:*** Student does research for faculty members and also assists in seeking and organizing internship options for our students. These activities give the student additional research experience, a component of every course in the graduate program. Exposure to the internship process helps the student understand the inner workings of the sport industry. Working with faculty members on these issues gives the student additional experience that can be directly related to the student's educational program.

#### RESPONSIBILITIES:

- Assist Sport Management Undergraduate and Graduate Internship Coordinators in maintaining and coordinating databases and files related to facilitating intern placement including, but not limited to researching and posting available internship positions as derived from a number of web-based sources.
- Maintaining and coordinating databases and files related to interns during their respective placements.
- Supervise and assist undergraduates with classroom and laboratory work as requested by faculty.
- Maintain presence in department as necessary.
- Assist with student and faculty research.
- Other duties as assigned by the Department Chair.

SALARY/STIPEND: \$1750.00 stipend per semester

TUITION SUPPORT: 3 credits of tuition support

**APPLICATION:**

Completed applications with letters of recommendation are due in the Graduate Admissions Office, SUNY Cortland, 106 Miller Bldg., Cortland, NY 13045 As Soon As Possible.

SUNY Cortland is an AA/EEO/ADA employer