

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for SUNY Cortland Alumni Arena reporting directly to the Alumni Arena Manager  
9-month position August 26, 2024-May 16, 2024

QUALIFICATIONS:

- **REQUIRED:**
  - Acceptance into any graduate program at SUNY Cortland; Bachelor's Degree
  - Ability to work nights and weekends, including breaks and holidays as needed
  - Strong communication and organizational skills, including the ability to clearly communicate with coaches, administrators, and other users/visitors of the facility.
  - Enthusiastic with a desire to work hard
- **DESIRED:**
  - Experience or education in one of the following fields: Facility Management, Sport Management, or similar field
  - Supervisory experience
  - Will be trained in proper use of all necessary equipment but prior experience and familiarity with ice resurfacing and maintenance preferred
  - Previous experience with facility scheduling & staffing events
  - Demonstrate orientation toward quality customer service and teamwork
  - CPR/First Aid Certification

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

This graduate assistantship will provide the candidate the opportunity to build the necessary skills and experience to excel in any workplace after graduation.

RESPONSIBILITIES:

- Assist Alumni Arena Manager with all daily operations of the facility and events, including but not limited to:
  - Supervising Alumni Arena Staff and programs/events at night and on weekends
  - Responsible for covering events including but not limited to, varsity and club games held at Alumni Arena
  - Hire, train, schedule, discipline and evaluate student staff
  - Drive the ice resurfer and operate machine edger for proper ice maintenance.
  - Completing daily, weekly, monthly, and yearly equipment checks and basic maintenance on the ice resurfer, machine edger, skate sharpener, facility etc.
  - Conducting walk-throughs of the arena to identify issues and make recommendation to administration
  - Clean and organize alumni arena and storages areas
  - Assist with the scheduling of the facility for classes, athletic practices and games, club sports, intramurals, outside and special events
  - Sharpen Skates and equipment repair
  - Assist in updating current, developing and implementing new policies & procedures
  - Working collaboratively with other groups on campus to schedule and run events at Alumni Arena
  - Update and maintain current information on the website
  - Physical Labor is required
  - Assist with all other duties as assigned by the Alumni Arena Manager

SALARY/STIPEND: \$8,050 per year plus:

TUITION SUPPORT: tuition waiver for up to six credit hours of graduate work per semester. Work time is flexible, but you will have to work nights, weekends and over breaks that class is not in session.

APPLICATION: Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045. Late applications will be accepted until the position is filled.