

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistantship in Health Promotion

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 health 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 experience implementing health promotion programs
 - Desire and willingness to learn
 - Creativity

RELATION TO EDUCATIONAL PROGRAM: This Graduate Assistantship provides a graduate student an opportunity to further develop critical thinking, communication, and interpersonal skills. The graduate student in this position will also work collaboratively as part of a team to plan, implement, and evaluate programs and achieve goals. Additionally, this position provides the opportunity to develop professional relationships with faculty and staff in departments across campus.

RESPONSIBILITIES: The Graduate Assistant in Health Promotion will assist the Health Educator in providing programming and support for students at SUNY Cortland. Specific responsibilities include:

- Assist with the planning and implementation of Wellness events
- Process evaluation data
- Hire, train and assist with Wellness Peer Educators
- Assist with additional office programs, initiatives and administrative tasks

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
- Interview (will be contacted directly to schedule)
- Applications will be accepted until the position is filled

SUNY Cortland is an AA/EEO/ADA employer