

## GRADUATE ASSISTANT

### ANNOUNCEMENT OF VACANCY

POSITION: Sport Management Department Graduate Assistant

#### QUALIFICATIONS:

- **REQUIRED:**
  - Acceptance 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 orientation.
  
- **DESIRED:**
  - Previous industry experience.
  - Previous supervisory experience.
  - Demonstrated interest in research.

***RELATION TO EDUCATIONAL PROGRAM:*** Student does research for faculty members and provides assistance on technological issues for the Department and individual faculty members. These activities are components of virtually all the courses in the graduate curriculum. Working with faculty members on these issues gives the student additional experience that can be directly related to the student's educational program.

**RESPONSIBILITIES:** The duties of the Information Technology Graduate Assistant in Sport Management involve working with the faculty to:

1. Supervise the and assist undergraduates with classroom and laboratory work as requested by faculty.
2. Assist in maintaining content on the Sport Management Department Website.
3. Maintain presence in department as necessary.
4. Assist with student and faculty research.
5. 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 recommendations 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