



GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Teaching, Fieldwork and Lab Assistant II

QUALIFICATIONS:

REQUIRED:

- Acceptance into SUNY Cortland Recreation, Parks and Leisure Studies graduate program
- Excellent oral and written communication skills
- Record keeping and other organizational skills
- Database development and maintenance computer skills
- Clean driving record/eligible for campus approval as van driver

DESIRED:

- Experience working with college students in a supervisory role

RELATION TO EDUCATIONAL PROGRAM: This assistantship provides opportunities to gain valuable experience in facilitating the field-based learning experiences of recreation undergraduate students. It also provides opportunities to utilize computer database design and management skills for a recreation-based program.

RESPONSIBILITIES:

- Facilitate the service learning (fieldwork hours) for REC 293: *Diversity & Inclusive Recreation Services* (fall/spring) (usually around 50 students total, each doing 25 hours). Assist with the facilitation of service learning (lab and fieldwork hours) in two courses per semester: REC 280/380: *Programming and Leadership in Recreation, Parks and Leisure Services* (fall/spring) (usually around 50 students total, each doing 30 hours). Maintain internship database for REC 470: *Senior Seminar*. This entails the following:
 - Extensive collaboration and communication with community recreation and human service agencies in the Cortland/Ithaca/Syracuse area.
 - Planning responsibilities, including record keeping.
 - Transporting students to service learning sites in the Cortland/Ithaca/Syracuse area.
 - Weekly grading of fieldwork reports from students and monitoring of hours.
 - Adding, updating, and maintaining records in internship computer database.
- Other duties as assigned.

SALARY: 3-credit resident tuition waiver per semester plus \$7,333 stipend for the year

APPLICATION: Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045 by April 1, 2018. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer

For assistantship application information, see <http://www2.cortland.edu/admissions/graduate/assistantships.dot>.

SUNY Cortland's Recreation, Parks and Leisure Studies Department offers a Master of Science (MS) and a Master of Science in Education (MSE) degree in the following three concentration areas: (1) management of leisure services, (2) therapeutic recreation, and (3) environmental and outdoor education. For SUNY Cortland's graduate admission criteria see <http://www2.cortland.edu/admissions/graduate/criteria/>. The graduate admissions application can be accessed at <http://www2.cortland.edu/admissions/graduate/apply.dot>.

Contact Dr. Susan Barnett, graduate coordinator, at susan.barnett@cortland.edu for more information about the graduate program and/or assistantship opportunities.