

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant in Alumni Engagement

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into SUNY Cortland graduate program and two letters of recommendations, one from a previous supervisor/manager. A desire to help create life-long relationships with alumni and friends of the institution. Willingness to work nights and weekends when applicable.

- **DESIRED:**
 - Prior work experience in hospitality/service industry or event planning. Experience working in a customer service environment.

RELATION TO EDUCATIONAL PROGRAM: This assistantship can relate with any graduate program as it will provide the student the opportunity to enhance transferable skills found in every academic program and work environment including interpersonal skills, communication (both verbal and written), time management, project management/prioritization and organization. Additionally, this position requires the use of creativity and problem solving as it relates to marketing (e.g. social media) and implementing events.

RESPONSIBILITIES: The graduate assistant (GA) will work closely with the Alumni Engagement programmatic staff, helping develop and execute alumni events, designed to foster lifelong relationships between alumni and the institution. This includes marketing events through a customer relationship management (CRM) system and social media platforms as well as executing events which may include set-up and teardown. The GA will also aid in programs or initiatives that enhance the student-alumni connection such as supporting the student internship program, alumni speaker series and alumni admission program.

SALARY/STIPEND: \$3500 per semester/\$7000 for academic year.

TUITION SUPPORT: Six credit hours towards graduate coursework in Fall and Spring semester.

APPLICATION: completed application (including resume and letters of recommendation) must be submitted online to the Graduate Admissions Office. Review of applications will begin immediately, however, applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer