



**GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY**

POSITION: Teaching, Fieldwork and Lab Assistant

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into SUNY Cortland graduate program in Recreation, Parks and Leisure Studies
 - Excellent oral and written communication skills
 - Record keeping and other organizational skills
 - Group leadership/facilitation experience
 - Clean driving record/eligible for campus approval as van driver
- **DESIRED:**
 - Experience working with children in a supervisory role

RELATION TO EDUCATIONAL PROGRAM: This assistantship provides opportunities to gain valuable experience in facilitating the design, planning, implementation, and evaluation of benefits-based recreation programs. This position coordinate all aspects of programs at up to four sites, including training and supervision of undergraduate teaching assistance plus the students completing service learning hours in the three courses.

RESPONSIBILITIES:

- Teach, facilitate and/or supervise the service learning (lab and fieldwork hours) for undergraduate courses per semester Services. This entails the following:
 - Extensive collaboration and communication with community recreation and human service agencies in the Cortland/Ithaca/ Syracuse area.
 - Extensive planning and recreation program responsibilities, including record keeping
 - Transporting student to service learning sites in the Cortland/Ithaca/Syracuse area.
 - Weekly grading of fieldwork reports from students and monitoring of hours.
 - Supervising and mentoring volunteer and other paid student staff.
 - Other duties as assigned.

SALARY/STIPEND: \$8,000 stipend for the year

TUITION SUPPORT: 3-credit tuition waiver per semester

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, 2024**. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer

For assistantship application information, see
<http://ww2.cortland.edu/admissions/graduate/assistantships.dot>.



SUNY Cortland's Recreation, Parks and Leisure Studies Department offers a Master of Science (MS) 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. Kenneth Cohen, graduate coordinator, at cohenk@cortland.edu for more information about the graduate program and/or assistantship opportunities.