

## **ANNOUNCEMENT OF VACANCY**

- POSITION:** Graduate Assistant in Athletic Administration
- QUALIFICATIONS:** **REQUIRED:** Bachelor's degree and acceptance into a Masters program.
- Excellent computer skills in Word, WordPerfect and Excel.
- DESIRED:** Ability to identify tasks needing completion and complete them in a professional, timely manner.  
Organizational skills.
- RESPONSIBILITIES:** Assist with all athletic administration office tasks.  
Assist with special projects as assigned.  
Assist with athletic schedule compilation and contract.
- SALARY:** \$ 6000.00 stipend, 12 credit hour tuition waiver for the year.
- APPLICATION:** Completed applications with letters of recommendation are due in the Graduate Studies Office, 216 Brockway Hall, by April 10, 2009.

SUNY Cortland is an AA/EEO/ADA employer