

## ANNOUNCEMENT OF VACANCY

**POSITION:** Cortland's Urban Recruitment of Educators (C.U.R.E.)  
Program Graduate Assistant

**QUALIFICATIONS:**

**REQUIRED:**

- Currently enrolled in a SUNY Cortland Master's Degree Program in a field related to education
- Experience working with students from groups underrepresented in teaching (African American, Latino, and Native American)
- Familiarity with basic computer applications such as Word Processing and Excel.

**DESIRED:**

- Prior experience teaching in urban schools
- Experience with website development software

**RESPONSIBILITIES:**

- Mentoring of first year C.U.R.E. students through weekly meetings and frequent phone and email contacts
- Assisting with administration of program through mailings, basic office tasks, and filing.
- Upkeep of several program databases
- Creation of program bulletin board 5X per year on theme related to multiculturalism

**SALARY:** \$2500 annually (\$1250 per semester) and six credits of tuition support per semester

**APPLICATION:** Completed applications with letters of recommendation are due in the Office of Graduate Studies, SUNY Cortland, 216 Brockway Hall, Cortland, NY 13045 as soon as possible. Applications will be accepted until the position is filled.  
SUNY Cortland is an AA/EEO/ADA employer