

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for Campus Activities and Corey Union Administrative

QUALIFICATIONS: **REQUIRED:** Bachelors degree. Self-motivated with the ability to work independently in a dynamic environment. Excellent interpersonal communication skills. Must be available for work hours Monday through Friday from 8:30 AM until 12:30 PM.

DESIRED: Experience working in a fast paced retail sales environment. Experience in accounting and other computer skills.

RESPONSIBILITIES: Assist in the administration and supervision of the operation of the college's information center located in the Corey Union. This includes newspaper sales, accounting of receipts and verifying returns, overseeing the accountable mail program, and supervision of the student staff.

SALARY: \$6000 per year plus tuition waiver up to six (6) credits of graduate work per semester

APPLICATION: Completed applications with letters of recommendation are due in the Graduate Studies Office, SUNY Cortland, 216 Brockway Hall, Cortland, NY 13045 and will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer