

## ANNOUNCEMENT OF VACANCY

**POSITION:** Graduate Assistantship in the Early Childhood Program

**QUALIFICATIONS:**

**REQUIRED:**

- Graduate student pursuing a master's degree in Education or related area.
- Organizational skills.
- Knowledge of the childhood and early childhood programs.
- Ability to work well with others in the College and the community.
- Basic computer technology skills (word processing) and use of digital and video camera.

**DESIRED:**

- Advanced computer skills (web-site development and technology assistance to students)

**RESPONSIBILITIES:**

- Assist with tasks required for the operation of the childhood and early childhood programs. (Example: Videotape student teaching seminars and mail the videos to student teachers in specified areas)
- Assist with Children's Museum operation, including arranging exhibits, providing scheduling and class demonstration support.
- Work with community agencies that interact with the early childhood program and the Children's Museum.

**SALARY:**

6 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 by April 10, 2009.

SUNY Cortland is an AA/EEO/ADA employer