

## **POSITION DESCRIPTION**

**POSITION:** Environmental and Outdoor Education Assistant

**QUALIFICATIONS:           REQUIRED:**

- Acceptance into SUNY Cortland graduate program
- Superior writing and speaking skills
- Word processing/computer skills
- Leadership and organizational abilities

**DESIRED:**

- Experience designing, writing, publishing newsletters or journals
- Experience organizing events

**RESPONSIBILITIES:**

- Assist with administration of the Coalition for Education in the Outdoors (CEO), including correspondence and record keeping, membership database maintenance, etc.
- Serve as Associate Editor of *Taproot*, the biannual journal of the Coalition. Includes large amounts of writing, editing, soliciting articles, research, communication, assisting with layout and design, and other duties associated with the journal.
- Assist with the planning, implementation and evaluation of the CEO Biannual Research Symposium.
- Serve as associate editor of the CEO Biennial Research Symposium Proceedings, published after the research symposium.
- Assist with Center for Environmental and Outdoor activities on campus such as the annual Earth Day celebration and other student-focused events.

**SALARY:**                   6-credit resident tuition waiver per semester plus \$5,000 stipend for the year

**APPLICATION:**       Completed applications with letters of recommendation are due in the Graduate Studies Office, SUNY Cortland, 216 Brockway Hall, Cortland, NY 13045 by April 25, 2009. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer

