

ANNOUNCEMENT OF VACANCY

POSITION: **Main Street SUNY Cortland Graduate Assistant**

QUALIFICATIONS: **REQUIRED:** Good interpersonal skills
Word Processing
Reliability
Responsibility

DESIRED: Experience with Microsoft Publisher
Website Management

RESPONSIBILITIES:

- Greet and direct visitors to Main Street SUNY Cortland
- Answer telephone inquiries
- General office duties including word processing, copying, editing, filing, etc.
- Prepare and handle routine correspondence and mailings related to the facility
- Coordinate the facility's calendar schedule in Outlook to be shared with the facility's occupants and participants: the Main Street SUNY Cortland Building Administrator (Megivern), the Institute for Civic Engagement Director (Kendrick), the Community Outreach Coordinator (Rodriguez), the Cortland Downtown Partnership Manager (Megivern), Directors of the Cortland Center for Economic Education (Burke and Phillips), other community and college organizations and groups who are approved to use the facility.
- Assist with publications for Main Street, and the Institute for Civic Engagement (compile and edit a monthly newsletter, maintain the Web site, maintain a Facebook account, etc.).
- Set-up for scheduled meetings and events at the facility (setting up tables, chairs, presentation technology, etc.)
- Attend to the general appearance of the facility
- Open the facility at 10:00 am; close the facility at 3:00 pm, 4 days a week
- Other tasks as assigned

SALARY: **\$2,500 per semester plus 6 credits of tuition support**

APPLICATION: Completed applications with letters of recommendation are due in the Graduate Studies Office, SUNY Cortland, 216 Brockway Hall, Cortland, NY 13045 by April 10, 2009.

SUNY Cortland is an AA/EEO/ADA employer