

ANNOUNCEMENT OF VACANCY

(Pending funding approval)

POSITION: Graduate Assistant for Sport Clubs; 9 month position; reports to the Assistant Director of Recreational Sports for Intramural Sports and Sport Clubs; starting date is August 24, 2009.

QUALIFICATIONS: Required: Completed Application Form (access the form at <http://www.cortland.edu>, click on Graduate Programs, click on Assistantships); Bachelor's Degree; two letters of recommendation, with at least one coming from a person familiar with applicant's ability to do graduate work.

Desired: Experience in budgeting/accounting; participation in and/or management of a Sport Club Program; ability to work well with students, faculty, and staff; and CPR/First Aid certification.

RESPONSIBILITIES: Assist the Assistant Director of Recreational Sports for Intramural Sports and Sport Clubs with planning, organizing, and overseeing the Sport Club Advisory Board; keep accurate records of all required paperwork for all clubs and see that the paperwork timeline is strictly adhered to; assist with sport club accounting; assist with ordering equipment and maintaining an accurate equipment inventory for all clubs; assist in scheduling sport clubs contests and special events; publicize all sport club activities and/or contests on campus; supervise all sport club activities and/or contests on campus and occasionally attend/supervise off-campus club events; assist with the supervision of all sport club fund raising endeavors; attend weekly Recreational Sports Department staff meetings; assist with various Recreational Sports special events; and assist in maintaining the sport club web site.

SALARY: \$7,720 per year, plus tuition waiver for up to six credit hours of graduate work per semester.

APPLICATION: Completed applications and letters of recommendation are due in the Graduate Studies Office, SUNY Cortland, Room 216 Brockway Hall, Cortland, NY 13045, by April 10, 2009. Review of applications will begin immediately and will continue until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer