

**ANNOUNCEMENT OF VACANCY**  
**Pending funding availability**

**POSITION:** Sport Management Department Graduate Assistant, Information Technology

**QUALIFICATIONS:**

**REQUIRED:**

1. Undergraduate degree
2. Accepted to MS in Sport Management program.
3. Undergraduate coursework in sport management, business, communications, management, information technology, computer science or related experience
4. Solid communication and writing skills
5. Strong organizational abilities and detail orientation
6. Advanced information technology knowledge and skills

**DESIRED:**

1. Previous industry experience in information technology
2. Previous industry experience in sport management
3. Previous supervisory experience
4. Demonstrated interest in research

**RESPONSIBILITIES:**

The Information Technology Graduate Assistant in Sport Management, which reports to the Director of the Sport Media & Technology Learning Center, will serve as the student manager for the SMTLC. This position's primary duties involve working with the SMTLC Director to 1) supervise and assist undergraduates with classroom and laboratory work, 2) maintain and manage the SMTLC's hardware and software, 3) organize the scheduling and logistics of SMTLC classroom and training reservations, 4) maintain content on the Sport Management Department Web site, 5) update Sport Management Department databases, 6) maintain regularly scheduled office hours, 7) supervise regularly scheduled open lab hours in the SMTLC, 8) assist with student and faculty research and 9) complete other duties as assigned.

**SALARY:** 6 credits of tuition support and a \$2500 stipend 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 as soon as possible.

SUNY Cortland is an AA/EEO/ADA employer