

Academic Year 2008/2009 GRADUATE ASSISTANTSHIP

ESF Outreach

REQUIRED APPLICATION PROCEDURES FOR MATRICULATED ESF GRADUATE STUDENTS

To be considered for **Fall 2008/Spring 2009** State Graduate Assistantship with ESF Outreach, please submit the information listed below to:

Dr. Chuck Spuches, Associate Dean
ESF Outreach
213 Marshall Hall
SUNY-ESF
1 Forestry Drive
Syracuse, NY 13210

1. A letter of application that outlines qualifications (see below)
2. A current resume
3. The names, phone numbers, and e-mail addresses of two references
4. Anticipated Fall 2008 and Spring 2009 class schedule

This position will remain open until filled. Application materials will be reviewed and interviews conducted beginning April 11, 2008.

Qualifications

Required: Baccalaureate degree. Working knowledge of spreadsheet, database (e.g., MS Access), word processing, and presentation programs. Strong organizational, interpersonal, verbal and written communication skills; attention to detail; high energy. Valid NYS drivers license or equivalent.

Preferred qualifications include: Teaching (teaching assistant or other) and/or program development, management, and evaluation experience. Experience (as a student or teacher) with course management software (e.g., Blackboard). Grant-related experience.

Brief Description of Duties

This 20 hour/week GA position will assist Outreach professional staff on grant-funded projects (e.g., *ESF in the High School* distance learning initiative) and selected Outreach projects and activities.

For information about ESF Outreach and ESF's educational outreach, continuing professional education, and course opportunities for non-degree students, visit us on the web at www.esf.edu/outreach