

Graduate Assistantship for The Honors College

The Honors College has an opening for a Graduate Assistant for the 2011-12 academic year, with the option of summer employment. The position requires 20 hours/week to support the daily operations of the Honors College. Strong computer skills including the ability to manage and manipulate data are required, as is the ability to communicate with various constituencies and work well under deadlines. Knowledge of and/or experience using social media (e.g. Twitter, Facebook, MySpace, LinkedIn) preferred. Occasional nights and weekends may be required. Compensation includes a \$15,145 salary, benefits, and an additional summer stipend is available. Applicants must be enrolled in a full-time graduate program at Stony Brook University.

Graduate Assistant

The primary function of this position is to provide administrative, programmatic, and advising support for the Honors College. Duties include:

- Assist in the coordination and planning of Honors College initiatives including: Orientation. Opening of School, Faculty Roundtable Series, Admitted Student Day, Senior Symposium, Convocation, and other special events
- Provide administrative support to the Director, Faculty Director, and Staff Assistant including: scheduling appointments, communicating with prospective students and families, and coordinating mailings
- Manage the collection of content and production of Honors College publications including the website
- Communicate Honors College programming information.
- Manage and develop applications database including: exporting and importing data from Oracle, and developing and running queries for data analysis
- Review and evaluate applications
- Advise current students on academic requirements and maintain student files.
- Teaching experience is available

Those interested in this position should submit a cover letter and resume to:

Allison Aldrich (HonorsCollege@notes.cc.sunysb.edu)
N3071 Melville Library
Stony Brook, NY 11794-3357
Fax: (631) 632-4525

Preference may be given to applications received by **August 26, 2011**.

The Honors College at Stony Brook is unusual in that it has a special curriculum for honors students only. Small and highly selective, this seminar-based program enrolls approximately 60 of the 2,400 freshmen entering the University each year. Its students receive the individual attention and small benefits typically found only in small liberal arts colleges while having access to the vast range of academic opportunities available only at a major research university.

With a distinguished faculty, a wide range of academic choices, and the resources of a great research university, Stony Brook's Honors College is the ideal place for students from diverse backgrounds to forge common interests and make a lasting impact on their communities.