

SCHOOL OF EDUCATION GRADUATE ASSISTANTSHIP AVAILABLE



July 23 – August 3, 2012

Do you want a great experience working with kids this summer? In its 34th year, Sheldon Institute is a summer educational enrichment program for students going into grades 2-10 and is held on the SUNY Oswego campus. Sheldon Institute has a graduate assistantship available consisting of 120 hours for which you will receive \$1,200 in tuition waivers. The assistantship will either reimburse you \$600 toward one spring 2012 course and \$600 toward one summer course, or pay \$1,200 toward two summer courses provided one is in the first summer session. Classes must not conflict with the Sheldon Institute dates of July 23-August 3, 2012. The Sheldon Institute graduate assistant works the first 40 hours under the direction of Candy Rasbeck, Administrative Assistant in the School of Education Dean's Office. Ms. Rasbeck is responsible for Sheldon Institute's program set-up and is the main contact person. The remaining 80 hours are to be worked with Kathleen Bartley, Director, during the two weeks of the Institute, July 23-August 3, 2012.

Some of the duties of Sheldon Institute's graduate assistant include, but are not limited to:

- Working with administrative assistant prior to start of Institute with preparation for faculty orientation meeting and last minute program details.
- During the Institute, responsible for overseeing its main office location.
- Answer phone and contact parents of absent students.
- Collect forms and money.
- Compose routine memos to staff and parents.
- Collect and tally surveys for final program report.
- Assist director with program report at the end of the program.

We are currently taking applications for the 2012 Sheldon Institute graduate assistant position. To apply for this excellent opportunity, please contact Ms. Candy Rasbeck, School of Education Dean's Office, at 312-2103 or candace.rasbeck@oswego.edu. An application form may also be downloaded from our website at www.oswego.edu/sheldoninstitute. **Application deadline is March 15, 2012.** Upon receipt of your application, resume, and letter of intent, you will be contacted for an interview.



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GRADUATE ASSISTANTSHIP APPLICATION

Name _____ Birthdate _____

Student ID# _____

Local Address _____

Phone _____

Email _____

Enrolled in what SUNY Oswego MSED program? _____

Anticipated Graduation Date _____

Please return this application with a resume and cover letter to:

SUNY Oswego
School of Education Dean's Office
Attn: Candy Rasbeck
201 Culkin Hall
Oswego NY 13126

You will also need to have 2 letters of reference sent to the above address in order to be considered for this position.

If you have any questions, please contact Candy Rasbeck at 315-312-2103 or email candace.rasbeck@oswego.edu.

Application Deadline: March 15, 2012