

Graduate Assistant Position Available

Office of Diversity and Affirmative Action

Do you--

- Have an interest in campus wide Diversity and Affirmative Action related projects?
- Have excellent communication skills?
- Use Microsoft Office?
- File and answer phones?

Required--

- Excellent communications skills
- Ability to function as a responsible and professional member of a team effort
- 20 hour per week work obligation
- Ability to handle multiple projects

Preferred--

- Knowledge of software programs such as:
- Microsoft Excel, Word, Powerpoint, and Lotus Notes
 - Experience in working on Campus Events
 - Excellent writing skills

Position begins in the Fall 2008 semester
Please submit a resume and cover letter to:
Jean Johnston
The Office of Diversity and Affirmative Action
Room 201, Administration Building
For more information, call 632-6280. Also look for us on the web!!!
www.stonybrook.edu/diversity