

## ***The Academic Advising & Support Office***

### **GRADUATE ADVANTAGE POSITION (GAP)**

The primary function of the Academic Support Graduate Assistant is to facilitate the administration of the college's group tutoring program, along with some other academic support functions. Specific responsibilities include, but are not limited to:

- Providing study skills (note-taking, test-taking, time management, etc.) instruction and tools to undergraduate students
- Coordinating tutor recruitment, training, and staff development
- Assessing undergraduate student needs and making appropriate tutoring assignments
- Recording and analyzing data of all services, tutors, and participants
- Communicating with faculty members, tutors, and students to ensure quality and efficiency of services

This position requires a regular schedule of 17 hours per week, consisting of the administrative duties described above. Additional hours may be requested during peak times. Compensation will include \$9,000 annual tuition remission credit. Qualified candidates are also welcome to take on tutoring responsibilities for additional hours and pay.

The successful candidate must possess the following qualifications:

- Graduate student in good academic and judicial standing
- Ability to work independently, but also collaborate as part of a team
- Strong communication skills, organization, and attention to detail
- Proficiency with the Microsoft Office software package
- Experience with tutoring, advising, and/or student support (preferred)

Interested candidates should submit an application through the Division of Graduate and Continuing Education by **June 30, 2018**.

All questions pertaining to the job description should be directed to Louise Tyo, using the contact information below.

### **Application:**

Division of Graduate and Continuing Education  
206 Raymond Hall  
(315) 267-2165  
graduate@potdam.edu  
www.potsdam.edu/graduate

### **Information:**

Louise Tyo  
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Support  
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