Diversity, Equity and Inclusion  
Center for Diversity  
Graduate Programs

GRADUATE ADVANTAGE PROGRAM

Primary Job Responsibilities:
- overseeing all tasks related to PDAM
- Will assist PC in overseeing 15-20 undergraduate student leaders
- Create detailed excel spreadsheets with confidential information
- Prepare and organize materials for training sessions and events
- Schedule meetings with Peer Educators and Mentors for the CFD Program coordinator
- Reserve venues for meetings, events, training sessions, etc. through EMS or with the CFD Administrative Assistant
- Send out email reminders to PDAM participants
- Will be expected to work some weekends

Qualifications:
- Excellent verbal and written communication skills
- Must have experience in:
  - creating detailed Excel spreadsheets
  - organizing events for 50+ students
  - creating flyers and posters for events
  - working with Microsoft Excel, Word, PowerPoint
  - working closely with underrepresented students
- Must be able to maintain confidentiality
- Must have a friendly and outgoing personality
- Must be willing to undergo Diversity, Equity, and Inclusion (DEI) trainings

Interested candidates must submit an application through the Center for Graduate Studies no later than June 30, 2017.

All questions about the position should be directed to Nimo Sugulle at sugullna@potsdam.edu

Submit application to:
Center for Graduate Studies  
206 Raymond Hall  
(315) 267-2165  
graduate@potsdam.edu  
www.potsdam.edu/graduate

Information:  
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