

Master of Science for Teachers Programs

GRADUATE ADVANTAGE POSITION (GAP)

This position will be shared between all of the MST programs at SUNY Potsdam. The position will vary depending on things needed throughout the year, however below represents a few examples of the types of duties that the successful candidate will be responsible for:

- Assist MST Childhood (1-6) program faculty / coordinator with gathering and maintaining ACEI and CAEP assessment information.
- Assisting MST childhood program coordinator with Assessment and Program Committee data. Send information to program members about meetings, etc. Work with Taskstream Graduate Assistant to ensure all rubrics and DRF's are up date to date and assist with any changes are needed.
- Support the Center for Graduate Studies efforts with recruitment and ambassadorship of MST programs.

This position requires a regular schedule of 6 hours per week, consisting of the administrative duties described above. Additional hours may be requested during peak times. Qualified candidates are also welcome to take on extra exam proctoring responsibilities for additional hours and pay.

The successful candidate must possess the following qualifications:

- Graduate student in good academic and judicial standing
- Enrollment in at least 9 graduate credit hours per semester
- 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
- Interest and/or experience working with students with disabilities (preferred)

Interested candidates should submit an application through the Center for Graduate Studies by **June 30, 2018**.

All questions should be directed to Victoria Hayes, at hayesvo@potdam.edu or 315-267-2526.

Application:

Center for Graduate Studies
Raymond Hall 206
(315) 267-2165
graduate@potdam.edu
www.potdam.edu/graduate

Information:

Victoria Hayes
Satterlee 212
(315) 267-2526
hayesvo@potdam.edu