

Mathematics Department

GRADUATE ADVANTAGE PROGRAM (GAP)

The SUNY Potsdam Mathematics Department is seeking a qualified Graduate Mathematics Assistant to work with the faculty coordinator in administration of and tutoring in the Math Lab. The responsibilities of the Graduate Mathematics Assistant will include a combination of the following (which can vary weekly):

- Assisting with administration of the Math Lab, examples might include signing timesheets for undergraduate tutors, scheduling group meetings to discuss tutoring or issues that arise once or twice a semester.
- Tutoring in the Math Lab or in office hours, possibly filling in for tutors that are ill, if the assistant's schedule allows or under times when extra tutors are needed.
- Substituting for a faculty member in a lower division course (MATH 100 - MATH 152) if the need arises and assistant's schedule allows.

The Graduate Mathematics Assistant must have the following qualifications:

- A Bachelors Degree with strong major in mathematics (equivalent to the SUNY Potsdam mathematics major)
- Tutoring experience in mathematics (preferred)
- Sensitivity to needs of both tutors and those being tutored
- Excellent organizational skills
- Strong communication skills with both faculty and students

Interested candidates should submit an application through the Center for Graduate Studies by **June 30, 2017**.

All questions should be directed to Dr. Victoria Klawitter, Chair of the Mathematics Department at klawitv@potssdam.edu or (315) 267-2061.

Application:

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

Information:

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