The Academic Advising & Support Office

GRADUATE ADVANTAGE POSITION (GAP)

The primary function of the Academic Support Graduate Student is to aid the Academic Support Coordinator in the administration of the office’s group tutoring program and 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
• Assisting with the coordination of 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 minimum of 20 hours per week, consisting of the administrative duties described above. Additional hours may be requested during peak times. Compensation will include $11,320 (full in state tuition) tuition remission credit for the academic year, in addition to a $1,000 stipend. 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
• 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
• Experience with tutoring, advising, and/or student support (preferred)

Interested candidates should submit an application through the Center for Graduate Studies by July 1, 2019. All questions should be directed to Tim Morse, at morsets@potsdam.edu or 315-267-3447.