The Graduate Advantage Program (GAP) Assistant will be involved in the following activities. The degree of involvement will be based on funding level and related hours per week allocation:

- Coordinate the peer mentoring program: assist with training interns, scheduling intern shifts, and provide support with programming
- Lead training sessions, teaching interns on strategies and teaching/counseling practices to host individual appointments with undergraduates on resume and cover letter writing, job/internship search strategies, LinkedIn branding, and accessing career resources
- Assist with the program development of training materials and revise resources.
- Provide individual career advising sessions in the areas of resume/cover letter/career/major choice, personal branding, internships/job search
- Utilize and manage web-based career/job search tool, including the Career Services web site, Handshake, and other databases
- Collaborate with supervisor to develop a theoretical foundation for career counseling/programming
- Complete career counselor training; attend weekly meetings with the staff of Career Services
- Complete other projects and administrative duties as assigned

Position Qualifications
The candidate must be able to:

- Demonstrate leadership within a team environment
- Give presentations to small and large groups
- Develop program flyers and utilize campus promotional outlets
- Possess effective written and verbal communication skills
- Possess strong computer skills: word processing, spreadsheets, etc. and willing to learn databases.
- Be willing to work occasional evenings and weekends
- Utilize social media to promote office events and services

Interested candidates should submit an application through the Center for Graduate Studies by **July 1, 2019**. All questions should be directed to Karen Kus or Julie Johnson by phone at 315-267-2501, or by email at kusk@potsdam.edu/johnsojl@potsdam.edu.

Total Compensation: $5,000 annual stipend

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**Application:**
Center for Graduate Studies  
Raymond Hall 206  
(315) 267-2165  
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