

Academic Mentoring Program (GA)

Application Due Date: July 1, 2020

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The primary function of the Academic Mentoring Program (AMP) Graduate Assistant is to provide individualized academic coaching to SUNY Potsdam undergraduates who are currently on academic probation.

Responsibilities:

- Contacting probationary students to alert them of their academic standing and to schedule individual appointments
- Reviewing course schedules of probationary students and suggesting strategic changes
- Meeting with individual students to review probation policies and grade requirements, assess academic difficulties, establish SMART goals for academic recovery, and plan the use of other campus resources
- Providing study skills (note-taking, test-taking, time management, etc.) instruction and tools to undergraduate students

Position Qualifications:

- Graduate student in good academic and judicial standing
- Ability to work independently, but also collaborate as part of a team
- Strong communication skills, organization, and attention to detail
- (preferred) Experience with teaching, advising, and/or student support