

## Academic Support Graduate Assistant (GAP)

Application Due Date: July 1, 2021

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The primary function of the Academic Support GAP is to facilitate the administration of the college's group tutoring program, along with some other academic support functions. Specific responsibilities include, but are not limited to:

- Coordinating 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.
- Collaborating with SUNY's online tutoring program, STAR-NY.
- Providing study skills (notetaking, test-taking, time management, etc.) instruction and tools to undergraduate students.

### Position Qualifications:

The successful candidate must possess the following 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.
- Proficiency with the Microsoft Office software package.
- Experience with tutoring, advising, and/or student support (preferred).