

GRADUATE ASSISTANT  
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for academic skills tutoring

QUALIFICATIONS:

REQUIRED:

1. Matriculated graduate student at SUNY Cortland. Effective oral and written communication skills.
2. *Acceptance into SUNY Cortland graduate program.*

DESIRED:

1. Tutor Certification or some tutoring experience
2. Knowledge of skills development in study skills, writing, and/or math
3. Knowledge of Microsoft Office software, especially Word, Access and Excel

RESPONSIBILITIES:

1. Tutor students in study skills, writing, and/or math
2. Write progress reports on each student tutored
3. Assist coordinators of peer-led programs as needed
4. Remain informed about current research and professional literature in skills development, developmental education, and related academic fields
5. Audit the Peer Tutor training course, INT 210, on Thursdays in the fall (if not already certified)
6. Organize and deliver classroom presentations and assist professional tutors at campus events
7. Update manuals/office documents as needed

SALARY: \$3,200 and six graduate course credits for academic year. Work obligation is 10 hours per week.

APPLICATION: completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045; or to [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu). Review of applications will begin immediately, however, applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer