

ANNOUNCEMENT OF VACANCY

**POSITION:** Graduate Assistant for academic skills tutoring

**QUALIFICATIONS:**

**REQUIRED:** Matriculated graduate student at SUNY Cortland. Effective oral and written communication skills.

**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 (individually and in small groups)
2. Write progress reports on each student tutored
3. Assist with 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 (if not already certified)
6. Organize and deliver classroom presentations and assist professional tutors at campus events
7. Update manuals as needed

**SALARY:** \$2,850 and six graduate course credits for the academic year. Work obligation is 10 hours a week during the academic year.

**APPLICATION:** Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045 as soon as possible. Applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer