ANNOUNCEMENT OF VACANCY
(Pending funding approval)

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
2. Knowledge of skills development in study skills, writing, and/or math
3. Some tutoring experience
4. 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. Enter data, engage in research, and collect and analyze data 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 is not already certified
6. Update manuals as needed
7. Organize study groups for students who cannot get a peer tutor and for classes that do not have Supplemental Instruction attached

SALARY: $2,500 and six graduate course credits for academic year. Work obligation is 10 hours a week during 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 by March 24, 2014. Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer