

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, Excel, and Access

RESPONSIBILITIES:

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

SALARY: \$3,500 and six graduate course credits for academic year. Work obligation is 10 hours per week.

APPLICATION:

SUNY Cortland is an AA/EEO/ADA employer