

GRADUATE ASSISTANT

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for Academic Support Tutoring

QUALIFICATIONS:

- **REQUIRED:**
 - *Acceptance into a SUNY Cortland graduate program*
 - Effective oral and written communication skills
 - Interest in helping undergraduate students meet their academic goals

- **DESIRED:**
 - Tutor certification or some tutoring experience (informal experience may be accepted)
 - Knowledge of skills development in study strategies, writing, and/or STEM
 - Knowledge of Microsoft Office software, Webex, Teams

RELATION TO EDUCATIONAL PROGRAM: GAs at The Learning Center engage in experiential learning, assisting undergraduates moving through their learning process. This opportunity is especially advantageous to students majoring in Education, Communication Disorders and Sciences, and other careers in which graduates will help others learn. It is also a great experience for students who want to hone and grow their knowledge of coursework necessary for careers and professional examinations, practice public speaking and interpersonal communication, and engage in collaboration and small projects.

RESPONSIBILITIES:

1. Tutor students in study skills, writing, and/or STEM, and write progress reports on each student tutored
2. Assist coordinators of TLC programs as needed
3. Participate in trainings/meetings as directed by supervisor/mentor
4. Organize and deliver classroom presentations and assist professional tutors at campus events
5. Assist with office social media accounts
6. Update manuals/office documents as needed
7. Remain informed about current research and professional literature in developmental education, and related academic fields

SALARY/STIPEND: \$3,500 for the academic year. Work obligation is 10 hours per week (with hourly rate for time over 10 hours, if desired).

TUITION SUPPORT: Six graduate credits for 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. Late applications will be accepted until the position is filled.