GRADUATE ADVANTAGE POSITION (GAP)

The Graduate Advantage Program (GAP) Assistant will be involved in the following activities. The degree of involvement will be based on funding level and related hours per week allocation:

- Give presentations/workshops on resume writing, job searching, office services and other career related topics of interest and expertise.
- Assist with tasks related to Career Planning programs and services, both ongoing and new, to include: “A Major Affair”, Graduate School Fair, Grad Finale, employer programs, Graduate Studies Office Collaboration, Senior Meeting, Parents Orientation, Career Planning table at Admissions Open House, Myers-Briggs, Hoovers employer database, and FOCUS career self-assessment, etc.
- In collaboration with the Assistant Director, implement the Resume Referral Service in BearTracker, SUNY Potsdam’s online job and internship database. This will involve reviewing resumes belonging to students about to graduate and alumni and electronically sending selected resumes to employers who post full-time vacancies. Also assist campus offices with posting their student vacancies (Work Study, Student Assistant, Graduate Assistant, etc) in BearTracker; and other tasks related to maintaining the database.
- Coordinate the Public Relations Intern recruiting process. Supervise the Public Relations Intern(s) in collaboration with the Assistant Director and assist with the marketing of office programs, events and services.
- Assist the Director with the coordination of SUNY Potsdam’s obligation to Teacher Recruitment Days, an annual teacher recruiting event, organized by a consortium of 13 central New York schools, held at SUNY Cortland, usually in April.
- Keep detailed records relating to services provided and student learning outcome assessments.
- Complete necessary records for the department’s Year End Report.

Position Qualifications

The candidate must be able to:

- Demonstrate leadership within a team environment
- Give presentations to small and large groups
- Develop program flyers and utilize campus promotional outlets
- Possess effective written and verbal communication skills
- Possess strong computer skills: word processing, spreadsheets, etc. willing to learn databases.
- Be willing to work occasional evenings and weekends
- Utilize social media to promote office events and services

Interested candidates should submit an application through the Center for Graduate Studies by June 30, 2015. All questions should be directed to Meg Bain, at bainmm@potsdam.edu or 315-267-2700.

Application:
Center for Graduate Studies
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Information:
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