The Experiential Education Office is seeking candidates for our

GRADUATE ADVANTAGE POSITION (GAP)

The Experiential Education Office (EEO) at SUNY Potsdam encourages students to engage in Applied Learning and Experiential Education programs. Our GAP will assist the Director of the EEO in developing, implementing, and promoting our college-wide Experiential Education Programs including Academic Internships, Service Learning opportunities and Volunteer opportunities for undergraduate and graduate students. Specific responsibilities include, but are not limited to:

• Assist students during individual/group appointments in résumé and cover letter development, internship search techniques and interviewing skills
• Develop, write and distribute a fall and spring EEO Newsletter
• Assist in the marketing and promotion of the Internship and Service Learning Programs
• Present workshops and programs on the benefits and requirements to complete an Academic Internship
• Communicate with faculty, staff and students about services and programs provided by the Experiential Education Office
• Assist in Academic Advising for Undergraduate Students and explain how an Academic Internship or Service Learning Class will enhance their success

This position requires a regular schedule of 20 hours per week, consisting of the administrative duties described above. Additional hours may be requested during peak times. Compensation will include a $6,000 annual stipend and a $2,000 annual tuition remission credit – for a total of $8,000 throughout the academic year.

The successful candidate must possess the following qualifications:
• Graduate student in good academic and judicial standing
• Enrollment in at least 9 graduate credit hours per semester (Fall and Spring)
• Ability to work independently, but also collaborate as part of a team
• Strong communication skills, organization, and attention to detail
• Proficiency with the Microsoft Office software package and BearPaws navigation
• Experience in Career Planning or Job Search process preferred

Interested candidates should submit an application through the Division of Graduate and Continuing Education by June 30, 2016.

All questions about the position should be directed to the Director of Experiential Education, Toby White, at whitetj@potsdam.edu or 315-267-2863.