The SUNY Potsdam Mathematics Department is seeking a qualified Graduate Mathematics Assistant to work with the faculty coordinator in administration of and tutoring in the Math Lab. The responsibilities of the Graduate Mathematics Assistant will include a combination of the following (which can vary weekly):

- Assisting with administration of the Math Lab, examples might include signing timesheets for undergraduate tutors, scheduling group meetings to discuss tutoring or issues that arise once or twice a semester.

- Tutoring in the Math Lab or in office hours, possibly filling in for tutors that are ill, if the assistant’s schedule allows or under times when extra tutors are needed.

- Substituting for a faculty member in a lower division course (MATH 100 - MATH 152) if the need arises and assistant's schedule allows.

The position provides the Graduate Mathematics Assistant an office and mailbox in the Mathematics Department, a $4,250 annual tuition remission, and $1000 stipend in support of instructional costs.

The Graduate Mathematics Assistant must have the following qualifications:

- A Bachelors Degree with strong major in mathematics (equivalent to the SUNY Potsdam mathematics major)
- Tutoring experience in mathematics (preferred)
- Sensitivity to needs of both tutors and those being tutored
- Excellent organizational skills
- Strong communication skills with both faculty and students

Interested candidates should submit an application through the Division of Graduate and Continuing Education by June 30, 2016, through the Division of Graduate and Continuing Education, Raymond 206. All questions should be directed to Dr. Victoria Klawitter, Chair of the Mathematics Department at klawitv@potsdam.edu or (315) 267-2084.