GRADUATE ASSISTANTSHIP

OVERNIGHT CAMP ASSISTANT

Overnight Camp Assistant: Total compensation will include complementary on campus housing during the summer camp schedule, and a mix of compensation that includes up to $3,500 in tuition scholarships, and $15/hour rate (weeks with hourly rate will vary depending on candidate’s academic plan).

Overnight Camp Assistant will work directly with Overnight Camp Director in the planning and execution of Summer 2016 overnight camps and tournaments. Position will involve collaboration with all areas of campus, including (but not limited to): Athletics, Human Resources, Payroll, Residence Life, PACES, Counseling Services, Student Affairs, Health Services, University Police, Environmental Health and Safety, Purchasing & Payables, and Business Affairs.

Position Qualifications:

- Must have bachelor’s degree or be 25 years of age.
- Must have excellent communication and people skills and the ability to work with diverse groups of people.
- Must live on campus while camps are in session.
- Must be cleared of allegations or convictions for Abuse and Maltreatment by the Department of Social Services Central Register.
- Must submit a Prospective Children’s Camp Director Certified Statement relative to the conviction of a crime or the existence of a pending criminal action.
- Must be available to work weekends when necessary.
- Previous administrative or supervisory experience in camping or an equivalent field preferred. Experience as an RA or RD is desirable.

Interested candidates should submit an application through the Division of Graduate and Continuing Education. All questions should be directed to Karla Fennell, at fennelkm@potsdam.edu or 315-267-2830.

Submit application to:
Division of Graduate and Continuing Education
206 Raymond Hall
(315) 267-2166
gradcon@potsdam.edu
www.potsdam.edu/graduate

Information:
Karla Fennell
Early College Program
(Camp Director/Operator)
206 Raymond Hall
(315) 267-2830
fennelkm@potsdam.edu