The Graduate Assistant (GA) will work with the Director of the Watertown Extension Center in the coordination of outreach and recruitment for the Watertown Graduate Education programs through the Jefferson Lewis Teacher Center consortium. The GA will support professional development for the 20 districts in the Jefferson Lewis Teacher Center Consortium; including graduate classes, workshop offerings, and resource use and loan. This position will expect the applicant to maintain communication and a positive working relationship with Potsdam faculty, presenters, consortium educators, and the public.

This position requires a regular schedule of 12 hours per week, consisting of the administrative duties described above. Additional hours may be requested during peak times. Compensation will include a $4,250 annual tuition remission credit over the 2016-2017 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
- Ability to work independently, but also collaborate as part of a team
- Knowledge of current curricular practices
- Strong communication skills, organization, and attention to detail
- Proficiency with the Microsoft Office software package

Interested candidates should submit an application through the Division of Graduate and Continuing Education by June 30, 2016. All questions should be directed to Kathleen Morris, at morriska@potsdam.edu or 315-786-2373.