Graduate Employment Opportunity

Background Information: The Academic Success and Tutoring Center (ASTC) supports Stony Brook University’s mission of ensuring a comprehensive, high quality undergraduate education by providing services that complement classroom instruction and encourage student success. Through collaborative efforts with academic departments and student services, the ASTC enhances, promotes, and develops tutorial and academic success programs, and is committed to creating an inclusive, supportive, student-centered learning environment, which stimulates critical thinking and productive learning.

Graduate Employee Position Responsibilities Include:
- Supporting the A.D. in recruiting, hiring, training, supervising, and evaluating undergraduate tutors
- Creating and facilitating tutor training workshops
- Creating, facilitating, and assessing academic success workshops and programs
- Collaborating with campus departments and offices to support and promote existing academic support workshops, programs, and services
- Holding one-on-one and small group meetings in the effort to support students’ academic success
- Managing high-traffic email accounts, online scheduling systems, and shared files & databases
- Collecting and analyzing assessment data
- Providing high quality customer service
- Other duties as assigned

Required Qualifications:
Applicants must possess a bachelor's degree and must be enrolled in a graduate program at Stony Brook University. Ideal candidates for this position are organized, adaptable, and creative; have excellent verbal and written communication skills; can work independently and as a team member; and have strong decision-making skills. The ASTC is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about student success.

Preferred Qualifications:
Prior experience with tutoring and/or mentoring programs is a plus, but not required. Familiarity with web design (specifically OmniUpdates CMS), Microsoft Excel, and Blackboard is a plus.

Additional Details:
- This position pays $12/hour and requires approximately 20-25 hours per week
- The ASTC is open from 9am – 8pm on weekdays and 12pm – 5pm on weekends. A combination of daytime, evening, and weekend hours will be required.
- There is a potential for extended graduate employment into summer 2015 and following academic years based on the Center’s need and the employee’s performance/availability

Start Date: June 2014, preferably

How to Apply: Interested applicants should submit a cover letter and resume to TutoringCenter@stonybrook.edu

APPLICATION DEADLINE: Wednesday, April 16, 2014