Undergraduate Student Employment Opportunity:
Undergraduate Student Assistant

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.

Undergraduate Student Assistant Position Responsibilities Include:
- Assisting with various administrative, programming, and outreach efforts
- Creating marketing materials for the ASTC’s services and programs
- Researching services available at comparable institutions, creating proposals for implementation on Stony Brook’s campus, and assisting with that implementation
- Providing high quality customer service
- Other duties as assigned

Required Qualifications:
Applicants must be enrolled as an undergraduate student at Stony Brook University. Ideal candidates for this position are organized, adaptable, and creative; have excellent verbal and written communication skills; and can work independently and as a team member. Candidates must have experience with Microsoft Word and Publisher. Experience with Microsoft Excel is a plus. The ASTC is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about student success.

Additional Details:
- Requires approximately 10-12 hours per week

Start Date: Fall 2014

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

APPLICATION DEADLINE: Wednesday, April 16, 2014