Academic Team Member
Application
For Fall 2013—Spring 2014

Name __________________________ ID# ____________________
Campus Address __________________ Phone # ________________
Email ___________________________ Major __________________

What is your current cumulative GPA at Oneonta? _________________________________

Please describe any disciplinary history you have at Oneonta_________________________
__________________________________________________________________________

I give permission for Eileen McClafferty to access my discipline and academic records to verify
my good standing, GPA, and disciplinary history. I also give permission for the search
committee to have full access to the materials I submit as part of my application.

_______________________________________  ______________________
Applicant’s Signature  Date

REQUIREMENTS
- Preferred: Completion of one semester at the College at Oneonta
- Must currently reside on campus
- May not have any recent disciplinary record
- Please identify any activities you were involved in that resulted in your having to meet with a
college official regarding possible disciplinary action
- Must have an Oneonta GPA of 3.00 or higher (first semester students are exempt from the
  GPA requirement for application purposes, but must have a 3.00 at the end of Spring 2013)
- Must be interested in enhancing the academic community
- Must be able to speak with peers and have a desire to promote academic
  achievement/excellence in the residence halls
- Must be available for the Fall 2013 - Spring 2014 school year, and cannot enroll in any classes
  on Monday nights after 5:30

PROCESS DATES
- Applications and recommendations are due in 100 Netzer by 12 pm on Tuesday, February 26.
- Invitations for interviews offered via Oneonta e-mail by 4 pm on Thursday, February 28.
- Interviews held 10:00 am - 3:00 pm Sunday, March 3.
- Interviewees will have 3-5 minutes to teach a skill or task of their choosing to a current ATM.
- Offers for positions sent by 4pm on Friday, March 8 with decisions due by Wed., Mar 13.

YOU MUST KEEP SUNDAY, MARCH 3 FREE AS
IT IS THE ONLY TIME FOR INTERVIEWS.

Note: There are 5 positions available.
ACADEMIC TEAM MEMBER (ATM)

POSITION REQUIREMENTS

The responsibilities of ATMs are generally as follows:

- Attend weekly staff meetings with your assigned hall’s staff.
- Attend weekly ATM meetings (Mondays—keep 5 to 10pm free)
- Design and decorate one bulletin board in your hall each month.
- Design and implement academically focused programs as needed. Note: ATMs have a semester budget ($50) in each hall.
- Complete monthly logs. Include in these logs information about the number of students seen by appointment, a list of general student concerns, and ideas for improved areas for training. These logs are due by the 15th of each month.
- Hold a total of 10 office hours per week as follows:
  * 6 regularly scheduled hours per week in your home building. These hours are to be held in the ATM office or other noted locale.
  * 2 regularly scheduled hour per week in the Academic Advisement Center.
  * 2 “floater” hours in your building. These are to be used to attend RA programs, make yourself visible, and generally support Res Life and Academic Advisement.
- Design and implement four programs per semester (three must be interactive, one can be passive). Document planned programs, secure funding/support, publicize, implement, and assess.
- Attend three professional development seminars each semester. These may be offered by your RD or they may be campus programs approved as professional development by the ATM supervisor.
- Complete ATM staff tasks as selected/assigned.
- Maintain a working knowledge of general degree requirements and the various general education requirements. Assist students in understanding these requirements and in reading the advisement document.
- Act as a liaison between students and faculty/staff.
- Meet with each new student in your home building during the first two weeks of school. With the RAs, assist these new students in making connections with their advisor and the campus community (Expo, recognized clubs and organizations, CSRC, etc.).
- Be able to recognize all the students who reside in your building.
- Assist students in accessing their on-line advisement documents and letting the Director of AA know of any problems.
- Assist in the design and implementation of one campus-wide program each semester. This program has no specific academic focus. ATMs are involved to support Student Development programming and make others aware of the ATM program.
- Assist in the training of new ATMs.
- Assist in the design of ATM brochures, pamphlets, info sheets, and posters.
- Assist at all orientation programs and at designated Open House programs.
- Promote the College in a positive manner through actions and words both on and off campus.
- ATMs may not have outside jobs or responsibilities that exceed 10 hours per week. All activities and jobs must be approved by both the home RD and the ATM supervisor.
- ATMs will follow all College, state and federal policies/laws. Violations may result in termination.
- ATMs will respect the position of the RA and the boundaries of the job responsibilities of each party. As such, ATMS will not write up incident reports, mediate conflicts, open and close residence halls, and other such tasks as specifically assigned to RAs, unless mitigating circumstances require such action.
- ATMs will activate and utilize both their in-room and in-office phones.
- Must maintain a 3.00 or higher cumulative GPA and semester GPAs that do not result in probation.

COMPENSATION: 1st and 2nd semester ATMS : Free Room & ATM Clothing Items
3 + semesters : Same as 1 & 2 plus $200 toward meal plan & $100 book stipend
APPLICATION PROCEDURES

1. Attach a current resume and arrow sheet to the cover sheet.

2. Answer the attached questionnaire/quiz.

3. On a separate sheet of paper, in essay format, discuss the following:
The ATM position interests different people for different reasons. Discuss your interest in the position; your history of and reasons for academic success; what types of relationships have you developed with faculty; and your positive and negative experiences at the College as they relate to the position.

4. Collect two references/evaluations using the forms attached to this application. One evaluation MUST be from a teaching faculty member at the College at Oneonta. The other may come from either a faculty or professional staff member (this does not include RAs) at the College at Oneonta. These references must be handed in with your application.
   NOTE: It is your responsibility to collect all references and bring them to 100 Netzer. If you waive your right to see the evaluation, it should be in a sealed envelope with the evaluator’s signature across the seal.

5. Bring your completed application (Application cover page, resume, arrow sheet, questionnaire/quiz, essay, and recommendations) to 100 Netz before 12 pm on February 26.

6. Interviews will occur only on Sunday, March 3 from 10am-3pm.

7. If invited for an interview, you will need to teach one of the ATMs a skill or talent you have. For example, if you know how to juggle, you will develop a plan to teach an ATM how to juggle. Choose something you know well, are comfortable teaching, and is something an ATM might not know how to do. It does not have to be related to academics. You will be conducting this lesson during the beginning of your interview. This is an opportunity to show us your teaching style and ability to work with others.

ATM APPLICANTS DO NOT PARTICPATE IN THE RA GROUP PROCESS DAY(S) UNLESS THEY ARE APPLYING FOR AN RA JOB.

Should you have any questions, please feel free to see your ATM or Eileen McClafferty in 100 Netzer (or contact her via e-mail at mcclafem@oneonta.edu).
ACADEMIC TEAM MEMBER APPLICATION

ADVISEMENT QUESTIONS

Application for 2013-2014 positions

DIRECTIONS: Please choose 4 out of the 5 scenarios and explain your answer in complete sentences on a separate sheet of paper (typed).

1. A student at sophomore level comes into your ATM office and says he is thinking about changing majors. He wants to switch from English to Communications. He wants to make sure he would still be able to graduate on time. What would you advise him to do? What kind of help can you provide?

2. A student comes to you to ask about financial aid information. Do you (a) give them information you know based on your experience with financial aid, (b) direct them to a handout or poster, (c) direct them to the financial aid office, and/or (d) say you cannot answer that question and send them out the door. Please state and explain your answer in a paragraph.

3. A student from your building angrily confronts you about misinformation you gave them last semester which has caused them to enroll in the wrong class. What do you do? Please explain in a paragraph or two.

4. A student approaches you in your hall asking for help on course selections for next semester. You are on your way to dinner and this is not the time of your posted office hours. Registration does not begin until next week. How and/or do you help him? What recommendations would you make for him?

5. Using a student visit form, available in Academic Advisement or in your ATMs office, fill out the form to the best of your ability using your own arrow sheet.
ATM CANDIDATE EVALUATION / REFERENCE

TO THE EVALUATOR/REFERENCE:

The above student is applying for an ATM position and is requesting that you provide an evaluation of his/her qualifications/abilities.

Academic Team Members (ATMs) are students with cumulative grade point averages above 3.00 who are trained and supervised by the Academic Advisement Center staff to act as peer advisors. In general, there is one ATM per residence hall. As ambassadors of the College, ATMs are expected to act in a professionally mature and responsible manner. Specifically, ATMs are required to:

- Provide individual and group counseling regarding general academic questions
- Inform students of and guide students toward utilizing appropriate resources on campus (faculty advisors, tutoring, learning center…)
- Encourage students to meet with their assigned academic advisor on a regular basis
- Create and implement academically focused programs as necessary
- Design and produce one academically focused bulletin board each month
- Attend weekly staff meetings (both hall staff and ATM staff)
- Hold ten office hours per week (six within the Residence Hall, two in the Academic Advisement Office and two floater hour)
- Attend three professional development seminars each semester
- Assist with Open Houses and orientation programs

With this in mind, please complete the evaluation on the reverse side of this form. Thank you for your time.

NOTE: The applicant is responsible for collecting his/her references and delivering them to 100 Netzer. Please place the evaluation in a sealed envelope and sign your name across the seal. Thank you for your time.

Eileen McClafferty
ATM CANDIDATE EVALUATION / REFERENCE

ATM CANDIDATE’S NAME _______________________________________________
NAME OF REFERENCE _______________________________________________

Applicant: Select one ‘Waive’ or ‘Not Waive’ and sign the form BEFORE handing it to a reference.

I (waive / do not waive) my right to review this evaluation/reference.

Candidate’s Signature _______________________________ Date ______________

FOR EVALUATOR / REFERENCE:
PLEASE RESPOND TO THE FOLLOWING QUESTIONS / STATEMENTS:

1. How long have you known and in what capacity do you know the student?

2. How would you characterize the student?

Please rate the candidate in each of the following areas using a scale of 1-5.
Add comments as desired.

1 = Excellent  2 = Above Average  3 = Average  4 = Needs Improvement  5 = No Basis for Evaluation

Leadership ability _______
Ability to work independently _______
Ability to work in a group _______
Ability to meet deadlines _______
Positive outlook about the College at Oneonta _______
Ability to act as an academic role model _______
Ability to express ideas clearly _______

5. Please feel free to use this space or additional paper if there is anything else you would like the committee to know regarding this candidate in light of his/her desire to be an ATM.

EVALUATOR’S SIGNATURE _______________________________ DATE ______________
TO THE EVALUATOR/REFERENCE:

The above student is applying for an ATM position and is requesting that you provide an evaluation of his/her qualifications/abilities.

Academic Team Members (ATMs) are students with cumulative grade point averages above 3.00 who are trained and supervised by the Academic Advisement Center staff to act as peer advisors. In general, there is one ATM per residence hall. As ambassadors of the College, ATMs are expected to act in a professionally mature and responsible manner. Specifically, ATMs are required to:

- Provide individual and group counseling regarding general academic questions
- Inform students of and guide students toward utilizing appropriate resources on campus (faculty advisors, tutoring, learning center…)
- Encourage students to meet with their assigned academic advisor on a regular basis
- Create and implement academically focused programs as necessary
- Design and produce one academically focused bulletin board each month
- Attend weekly staff meetings (both hall staff and ATM staff)
- Hold ten office hours per week (six within the Residence Hall, two in the Academic Advisement Office and two floater hour)
- Attend three professional development seminars each semester
- Assist with Open Houses and orientation programs

With this in mind, please complete the evaluation on the reverse side of this form. Thank you for your time.

NOTE: The applicant is responsible for collecting his/her references and delivering them to 100 Netzer. Please place the evaluation in a sealed envelope and sign your name across the seal. Thank you for your time.

Eileen McClafferty
ATM CANDIDATE EVALUATION / REFERENCE

ATM CANDIDATE’S NAME ____________________________________________________________
NAME OF REFERENCE ____________________________________________________________

Applicant: Select one ‘Waive’ or ‘Not Waive’ and sign the form BEFORE handing it to a reference.

I (waive / do not waive) my right to review this evaluation/reference.

_______________________________________________________
Candidate’s Signature

_________________
Date

FOR EVALUATOR / REFERENCE:
PLEASE RESPOND TO THE FOLLOWING QUESTIONS / STATEMENTS:

1. How long have you known and in what capacity do you know the student?

2. How would you characterize the student?

Please rate the candidate in each of the following areas using a scale of 1-5. Add comments as desired.
1 = Excellent     2 = Above Average     3 = Average     4 = Needs Improvement     5 = No Basis for Evaluation

Leadership ability

Ability to work independently

Ability to work in a group

Ability to meet deadlines

Positive outlook about the College at Oneonta

Ability to act as an academic role model

Ability to express ideas clearly

5. Please feel free to use this space or additional paper if there is anything else you would like the committee to know regarding this candidate in light of his/her desire to be an ATM.

_______________________________________________
EVALUATOR’S SIGNATURE

_______________________________________________
DATE