Academic Team Member
Application
For Fall 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 2014).
- 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 2014 - Spring 2015 school year, and cannot enroll in any classes on
  Monday nights after 5:00.

PROCESS DATES

- Applications and recommendations are due in 100 Netzer by 12 pm on Friday, February 28.
- Invitations for interviews offered via e-mail by 4 pm on Tuesday, March 4
- Interviews held 6pm—10pm Thursday, March 6.
- 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 7 with decisions due by 3pm on Mon., Mar 10.

YOU MUST KEEP THURSDAY, MARCH 6 FREE AS
IT IS THE ONLY TIME FOR INTERVIEWS.

Note: There are 3-4 positions available.
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 last Friday 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 active and one may 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 home 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 be enrolled in a minimum of 12sh, 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 Items
3 + semesters: Same as 1 & 2 plus $200 toward board 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 Netzer before 12 pm on February 28.

6. Interviews will occur only on Thursday, March 6 from 6pm-10pm.

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:
Eileen.McClafferty@oneonta.edu
A student at a junior level comes into your ATM office and says he is thinking about changing majors. He wants to know if he needs to take summer courses in order to graduate on time. What would you advise him to do?

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, or (d) say you cannot answer that question but you have a friend who can and go get that friend. Please state and explain your answer in a paragraph.

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

A student approaches you in your hall at 12 o'clock at night asking for course selections next semester. Registration does not begin until next week. Do you help him? What recommendations would you make for him?

Using a student visit form, fill out the form to the best of your ability using your own arrow sheet.

A freshman biology major comes to your office and asks you if they can graduate early. They already have transferred in BIOL 100, ITAL 101, COMP 100, HIST 145, PSYC 100, and CHEM 10E. Explain how you approach the situation, when the student can possibly graduate, and the sequencing of the coursework.
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 eleven office hours per week (seven within the Residence Hall, three in the Academic Advisement Office and one 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 ‘Waive’ or ‘Not Waive’ and sign the form BEFORE handing it to a reference.
I (select one) 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?

3. 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 _______________________

_____________________________________________ ___________________________
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   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 SIGNATIURE ___________________________ DATE __________________________