Academic Team Member Application
For Fall 2015—Spring 2016
Name _______________________________     ID# __________________
Campus Address ____________________ __    Phone # ________________
Email ________________________________    Major(s) __________________
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 SUNY Oneonta (12 sh or more)
- 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 2015)
- 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 2015 - Spring 2016 school year

PROCESS DATES
- Applications and recommendations are due in 100 Netzer by 12 pm on Friday, March 6.
- Interviews held 4:30pm - 9:00 pm Tuesday, March 17.
- Interviewees will have 3-5 minutes to teach a skill or task of their choosing to a current ATM
  or to the group as a whole.
- Offers for positions sent by 4pm on Friday, March 27 with decisions due by Mon., Mar 30.

YOU MUST KEEP TUESDAY, MARCH 17 FREE AS
IT IS THE ONLY TIME FOR INTERVIEWS.

Note: There are 9 positions available.
If chosen for a position you will be assigned a building. Your acceptance of the position assumes
acceptance of that particular building as well.

SUNY Oneonta completely subscribes to all Federal and State Civil Rights Laws prohibiting discrimination at institutions of higher
education. SUNY Oneonta aspires to provide an environment of inclusion for all its employees and students. It is the policy of our College
to provide equal employment and educational opportunities for all qualified people. The College shall not discriminate against any
employee or applicant for employment or admission to the College because of race, color, gender, religion, age, pregnancy, national origin
(including ancestry), disability, being a disabled veteran of the Vietnam era, sexual orientation, gender, expression and gender identity,
marital status, or any other protected category.
The responsibilities of ATMs are generally as follows:

- Attend weekly staff meetings with your assigned hall’s staff.
- Attend weekly ATM meetings.
- 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 day 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 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 their in-office phones.
- Must maintain full time status, and 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 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 SUNY Oneonta. The other may come from either a faculty or professional staff member (student references are not acceptable) at SUNY 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, questionnaire/quiz, essay, and recommendations) to 100 Netzer before 12 pm on March 6. Invitations for interviews offered via Oneonta email by 4 pm on Monday, March 16.

6. Interviews will occur only on Tuesday, March 17 from 4:30pm-9pm.

7. If invited for an interview, you will need to teach a skill or talent to one or more ATMs. 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. (3-5 minutes. You will be stopped at the 5 minute mark.)

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, Eileen McClafferty, or Kate Simeon in 100 Netzer.
ACADEMIC TEAM MEMBER APPLICATION
ADVISEMENT QUESTIONS
Application for Fall 2015 – Spring 2016 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. 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 your DegreeWorks do the following: (a) List all your In-Progress coursework, (b) List all your still needed coursework (c) Identify electives needed to meet Liberal Arts, Upper Division, Residence credits to meet total credits.
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 residence hall staff and ATM staff)
- Hold ten office hours per week (six within the Residence Hall, two in the Academic Advisement Center 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
Director of Academic Advisement
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
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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

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EVALUATOR’S SIGNATURE                     DATE