

**Graduate Assistant
Graduate Music Therapy Program**

Full time positions require 20hrs/week and yield a 6-credit tuition waiver and \$2500 stipend/semester. Part time positions require 10hrs/week and yield a 3-credit tuition waiver and \$1250 stipend/semester.

Applicants for this position need to have been in the Graduate Music Therapy Program for a year with a basic understanding of its administrative structures. A successful applicant for this position must be technically proficient, be detail-oriented, work well within a team, be organized, practice discretion and confidentiality with sensitive material, and have excellent written and verbal communication skills. Duties generally include:

The role of a Graduate Assistant is to help with administrative duties in ways that benefits the promotion, development, and daily functioning of the Music Therapy Program. Graduate Assistants are assigned duties at the start of each semester by the Program Director, who also oversees completion of these assignments. Assignments are assigned based on the strengths of the applicant.

Duties of Graduate Assistants can include

- 1) Maintain instrument room and instrument checkout for clinical training and classroom use.
- 2) Archival of historical documents of the Program and the Mary Boyle archive.
- 3) Administer, publicize, and organize special programming including continuing education workshops and symposiums.
- 4) iPad and technology maintenance and checkout for clinical training and classroom use.
- 5) Assist professors in assigning clinical placements and organizing contracts with training facilities.
- 6) Maintain daily functioning of the Program
 - a. All bulletin boards are up to date and maintained
 - b. GA office is stocked with supplies and clean at all times
 - c. Ordering of supplies (office and instrument) for the program
 - d. Reporting on news stories, student and alumni accomplishment, and events with SUNY, New Paltz
 - e. Being up to date and informing Graduate students about important Regional and National grants, scholarship opportunities, as well as Regional events/training
- 7) Assist Program Director and Professors with classroom preparation.
 - a. Making copies of readings/handouts
 - b. Searching for possible resources in library
 - c. Bring instruments or materials to classroom
 - d. Support adjunct professors as needed
- 8) Support Professors in their scholarly endeavors
 - a. Help find and/or summarize literature pertaining to scholarship
 - b. Finding and networking with outside agencies, as directed and approved by the professor
 - c. Help transcribe music related to professor scholarship
 - d. Grant and funding support for research projects
- 9) Support Program Director with administrative duties as needed
- 10) Support the Program through advocacy and recruitment, with the approval from Program Director

To Apply: submit a resume, letter of interest, and [TAGA Appointment Request Form](#) to viegam@newpaltz.edu. Application materials are due no later than April 23rd.