

>> student union

2017-2018

*Graduate Assistant
Information Packet*

*Office of Student Activities
and Union Services*

Office of Student Activities and Union Services
State University of New York at New Paltz



Office of Student Activities and Union Services

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Graduate Assistant 2017-2018 Descriptions and Contract

Graduate Assistant for Activities

- Co-advise the Union Programming Council, management of their budget, & planning of activities
- Serve as primary contact for all entertainer (NACA) agencies & maintain a database of program resources
- Supervise the Graphic Designer and design workflow
- Plan the Club and Involvement Fair each semester
- Conduct student event consultation with student clubs
- Manage the Blackboard Club Presidents community page, roster, and communication
- Oversee the Non-SA Club Recognition & Registration Process
- Conduct Getting Involved 101 Workshops
- Serve on Weekend Duty Rotation for Student Union (approximately 4 weekends per semester)

Graduate Assistant for Operations

- Oversee the Commuter Lounge, Commuter Lockers, and Lost and Found Program
- Enforce the Club Office Space Policy, Office Space Access, and Key Sign-out Process
- Supervise the HQ Manager and HQ Desk Staff
- Assist in the overall planning of the Student Employee Training Day each semester
- Plan Commuter Appreciation Week each semester
- Conduct student event consultation with student clubs
- Oversee the Digital Signage for Student Union screens
- Serve on the Make a Difference Day Committee
- Serve on the SCOPE Committee
- Serve on Weekend Duty Rotation for Student Union (approximately 4 weekends per semester)

Other Regular Job Duties and Expectations:

- While working office hours, the Graduate Assistant is expected to:
 - Field questions from patrons (students, faculty, staff, prospective students, and their parents) over the phone, via email, and in person regarding event information, facilities use, and campus information
 - Monitor events/meetings taking place in the Student Union and respond to requests from customers
- Assist with selection, supervision, and training of SAUS student employees in several areas
- Attend weekly/bi-weekly individual meetings with immediate supervisor to discuss job-related concerns and performance. Participate in an annual performance evaluation with the immediate supervisor
- Attend weekly professional staff meetings on-time, prepared, and ready to contribute
- Hold and maintain appropriate Student Union keys and account for their location at all times

Graduate Assistantship Remuneration and Obligations:

- The Graduate Assistant shall work 20 hours per week throughout the academic term (this may be a combination of scheduled office hours and programming hours outside regular business hours – a minimum of 17 hours must be scheduled as weekly office hours during business hours)
- Tuition waiver for 6 credits for the Fall and Spring semesters
- Receive a total yearly stipend of \$5,085.00, paid biweekly
- The Graduate Student Employees Union (GSEU) allows for personal accrued time in your second semester. Accrued days are eligible while classes are in session (January 22, 2018 – May 18, 2018). Unused personal accrued time is lost at the end of the academic year.

Additional Commitment and Benefits Provided by Student Activities and Union Services:

This position is uniquely designed by the Office of Student Activities and Union Services. The Office of Student Activities and Union Services has an additional period of service:

- The term of the contract period shall begin Friday, August 14, 2017 and conclude Friday, May 25, 2018
- The Graduate Assistant shall keep 25 hours per week when academic year classes are not in session (In August two weeks before classes begin, In January two weeks before classes begin, and in May one week after classes have concluded)
- The Graduate Assistant shall have the following periods off:
 - October 7 - 10, 2017, December 22, 2017 - January 7, 2018, March 19 - 23, 2018
- The Graduate Assistant shall serve on weekend duty coverage for the department 4-5 weekends per semester

As a result of these additional commitments, the following unique benefits are offered the person in this position:

- Additional yearly stipend of \$2,646 paid hourly at a rate of \$14.00 for the extra-service periods
- A \$500 credit per semester meal allowance (inclining dining dollars or hawk dollars as determined by GA)

APPLY ONLINE AT WWW.NEWPALTZ.EDU/SAUS

Office of Student Activities and Union Services

State University of New York at New Paltz

MISSION STATEMENT

We, the office of Student Activities and Union Services, strive to enhance the educational mission of the State University of New York at New Paltz. Guided by our student centered philosophy, we promote co-curricular opportunities and encourage student participation in all aspects of campus life. As the hub of student activities, the Union is a venue for students to safely explore their individual sense of self, as well as develop connections with others. Through leadership, involvement, and purposeful programming, we support, challenge & recognize our students to learn, grow, and develop social responsibility in our diverse campus community.

FUNCTIONAL AREAS

- Campus wide programming and events (social, educational, & cultural)
- Student event policy management
- Approval of all student-run programming and meetings, event reservations, including approval of all student events listed on the University Main Web-Calendar
- Advisement, recognition, management, and support of Fraternity and Sorority Life chapters (including roster management, New Member Education, etc.)
- Emerging Leaders program, Co-Curricular Transcript program and other leadership initiatives and training
- Support student clubs in their programming and organizational needs
- Management of the Student Union facility and approve reservations of space within the Student Union
- Coordination of set-ups, AV Tech support, and event needs for programs & meetings within the Student Union
- Supervision of the HQ at the Student Union and *Trailways* ticket sales
- Advisement of Off-Campus Student Union and resources for students living off-campus
- Approve postings for campus wide bulletin boards
- Oversee campus vending policy and approve vending programs
- Promotion of campus involvement opportunities from all areas of campus life

LEARNING OBJECTIVES

Students will learn . . .

- to name ways that they can get involved in co-curricular experiences
- organizational and logistical management skills related to hosting and coordinating activities and events
- critical leadership skills (i.e. – the ability to lead, interact, represent, and inspire others) through their involvement in student clubs, emerging leaders, student governance and fraternity/sorority life.
- to identify a variety of social activities and events on campus
- strategies for a successful student experience when commuting from off campus residences
- community and civic engagement through leadership, educational activities and outreach opportunities
- to describe the benefits of living in a diverse community and the importance of learning and engaging with others different from themselves

Student employees will learn . . .

- Critical thinking and problem solving skills through event and facility management
- hands-on customer service skills when working with clients from across campus and our neighboring community
- how to balance and prioritize a variety of tasks/projects efficiently and effectively