

Minimum Qualifications:

- Be a full-time, matriculated undergraduate student at SUNY New Paltz
- Have and maintain at least a 2.75 cumulative GPA
- Be in good disciplinary standing with the Division of Student Affairs
- Live on campus for the duration of employment (full academic year)
- Previous leadership and/or co-curricular involvement at New Paltz
- Current resume and Co-Curricular Transcript

Preferred Qualifications:

- Previous Managerial and Supervisory Experience
- Audio/Visual Technology Equipment Experience
- Customer Service/Communication Skills
- Ability to work well with a diverse public
- Ability to work in a fast-paced environment and handle frequent interruptions and/or task changes

Selection Timeline:

Monday, March 6, 2017 at 12pm

Application, resume, co-curricular transcript and two (2) Recommendation Forms due. Everything must be submitted electronically at www.newpaltz.edu/saus/sam. Recommendation forms may be submitted on paper to the Office of Student Activities and Union Services (SU 211).

*Please note that it is the Candidate's responsibility to ensure that all components of the Application, including Recommendation Forms, are submitted by this date and time. **Candidates who do not meet the minimum qualifications, and/or those who do not have complete application packages will be notified of their ineligibility to continue in the selection process via New Paltz email by Wednesday, March 8 at 5pm.***

Wednesday, March 8, 2017

Candidates will receive an email by 5pm regarding whether or not they are invited to continue in the SAM Selection Process.

Monday, March 13 through Friday, March 17, 2017

First Round Interviews for invited candidates.

Wednesday, March 29, 2017

Candidates notified via New Paltz e-mail by 5pm whether or not they are invited to continue in the SAM Application Process.

Monday, April 3 through Wednesday, April 5, 2017

Second Round Interviews for Invited Candidates.

Wednesday, April 12, 2017

Candidates will be notified of hiring decisions by New Paltz e-mail by 5pm; candidates who are offered positions will receive instructions for acceptance.

Hired Student Activities Managers and Alternates for 2017-2018 will attend one staff meeting, one individual meeting, and participate in 6 hours of shadowing a current SAM before the end of the Spring 2017 semester (all to be scheduled based on availability).

Please contact the Office of Student Activities & Union Services (Student Union Room 211, saus@newpaltz.edu, 845-257-3025), with questions concerning the Student Activities Manager Application and Selection Process.