Graduate Assistant
Extended Learning Program Assistant

This position is 20hrs/week and yields a 6-credit tuition waiver and $2500 stipend/semester. A successful applicant for this position will have excellent written and verbal communication skills, be technically proficient, and have strong organizational skills. Duties generally include:

1. **Summer and Winter Session**
   - Assist with the promotion of summer and winter sessions
   - Respond to summer and winter emailed inquiries
   - Provide research assistance into best practices for summer, winter or online programs

2. **University in the High School**
   - Assist with student registration
   - Track student enrollment in Univ of HS program
   - Assist with implementation of program for fall and spring courses

3. **Administrative**
   - Assist with the coordination of on-campus test preparation
   - Provide assistance with promotion of CEU and other non-degree offerings
   - Coordinate Design Service and Printing requests
   - Assist with Emma email marketing system and event planning
   - Provide administrative and reception assistance as needed

4. **Online Research & Graduate Admissions Assistance**
   - Provide the AVP and Director with research assistance when needed
   - Assist with application maintenance and correspondence
   - Scan & Index graduate applications as needed

5. **Documentation & Project Management**
   - Maintain the Graduate Assistant Handbook
   - Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant.
   - Provide an end-of-term summary of accomplishments to your supervisor and the Director

**To Apply:** submit a resume, letter of interest, and [TAGA Appointment Request Form](mailto:gradschool@newpaltz.edu) to gradschool@newpaltz.edu