Graduate Assistant
Graduate Admissions 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, as well as, strong organizational skills. Duties generally include:

1. **Graduate Admissions Assistance**
   - Run application reports via Argos
   - Assist with graduate application coordination and processing
   - Scan & Index graduate applications, etc.
   - Provide administrative and reception assistance as needed
   - Assist with applicant correspondence
   - Assist with event planning for faculty tutorial sessions

2. **Website Management**
   - Update the Graduate School website as needed
   - Provide online research for the AVP, Director, and Recruiter/Advisor
   - Work on web projects as assigned by the Director

3. **Recruitment**
   - Assist with recruitment activities
   - Present at on-campus events (open house, job fairs, info sessions, tabling etc.)

4. **Online Research**
   - Provide online research for the AVP as needed
   - Provide online research and administrative support to assist the Director
   - Provide online research and administrative support to assist the Recruiter/Advisor

5. **Documentation & Project Management**
   - Maintain the Graduate Assistant Handbook
   - Update administrative procedures
   - Incorporate research, projects and assessment
   - 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