Graduate Assistant
Recruitment & Marketing 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, an open and engaging personality, and strong organizational skills. Duties generally include:

1. **Recruitment**
   - Attend and present at on-campus events (open house, job fairs, info sessions, etc.)
   - Provide assistance in running recruitment reports via Argos
   - Provide administrative assistance for recruitment activities
   - Assist with organizing campus events (e.g., open house, 4+1 Forum, etc.)
   - Coordinate graduate school presentations and events with GAs in other departments
   - Attend off-campus events as needed
   - Assist with answering the Graduate School email
   - Outreach to prospective students via email and phone

2. **Social Media Management**
   - Maintain an active and engaging Graduate School Social Media presence
   - Advertise our recruitment activities via Social Media and online
   - Collaborate with SUNY New Paltz’s [Social Media Manager](#)
   - Coordinate with GAs in other departments to create a listing of graduate events for online promotion
   - Maintain events calendar on our website

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

4. **Graduate Admissions Assistance**
   - Assist with application maintenance and correspondence
   - Scan & Index graduate applications as needed
   - Provide administrative and reception assistance as needed

5. **Documentation & Project Management**
   - Maintain the Graduate Ambassador Handbook
   - Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Ambassador.
   - 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](#) to [gradschool@newpaltz.edu](mailto:gradschool@newpaltz.edu)