2016-2017
Graduate Assistant for
Student Activities
and Union Services
Application Packet

Office of Student Activities and Union Services
State University of New York at New Paltz
Student Union 211
845-257-3025
Biographical Information:

Full Name: ____________________________________________________________
Address: ______________________________________________________________
City, State, Zip: _________________________________________________________
E-mail Address: __________________________________________________________
Cell Phone: ____________________________________________________________

Student Information:

Did you complete your undergraduate coursework at New Paltz? YES NO

If yes, what is your Student ID Number?: ________________________________
If no, where did you attend?: ____________________________________________

Have you already applied and been accepted into Graduate School at New Paltz? YES NO

If yes, in what degree program are you: _________________________________
If no, what is your intended degree: _____________________________________

What year of graduate school will you be entering in Fall 2016: 1st 2nd 3rd

When do you anticipate completing your graduate program: F16 SP17 F17 SP18 F18 SP19

Additional Information:

- Review the attached anticipated job description for the Graduate Assistant of Student Activities and Union Services.
- This is a one–year Graduate Assistant appointment with the option for renewal for additional year(s).
- Applications accepted until the position is filled; candidates are encouraged to submit an application promptly.
- Qualified applicants will be contacted to schedule an interview as soon as possible, with the hired candidate beginning work on Monday, August 1, 2016.
- If you completed undergraduate coursework at another institution, please attach a copy of your academic transcript to this application or mail separately to the address below.
- In addition to this application form, please submit a cover letter, resume, and 3 references to:

  Office of Student Activities and Union Services, ATTN: Emily Bazinet, Assistant Director
  Student Union 211, 1 Hawk Drive, New Paltz, NY 12561

By signing this application, I give my permission for the Office of Student Activities & Union Services to access my New Paltz grade records and disciplinary record status. I hereby affirm and declare that all information provided in this application is true and accurate.

Signature: ___________________________ Date: ______________________
Office of Student Activities and Union Services
State University of New York at New Paltz

Graduate Assistant for Student Activities and Union Services
2016-2017 Job Description (Subject to Change)

- Oversee Off-Campus and Commuter Services
  - Oversee, train, and lead the Commuter Assistant program, including recruitment, programming, and resources
  - Oversee support to the off-campus and commuter student population through events, resources, website, etc.
  - Assist with the planning and facilitation of Commuter Orientation
  - Participate in Transfer Student Orientation presentations and events
  - Coordinate and promote the Off-Campus Student Appreciation Week, Living Off Campus 101 workshops in the fall semester, and Moving Off-Campus 101 Workshops in the spring semester.
  - Oversee and coordinate the Commuter Locker Rental program, including marketing, maintenance, & tracking reservations
  - Oversee promotion and resources located in the Commuter Lounge (Student Union Lounge 100 South)
  - Serve as the office liaison with all public transportation networks (Metropool, UCAT, etc.) and promote those services

- Assist with the management of the Fraternity and Sorority Life program
  - Co-advice of the United Greek Association, including attending all UGA meetings and programs, planning and conducting executive board training each semester, and assisting with budget management.
  - Plan and co-facilitate monthly topical Leadership workshops for all Fraternity and Sorority members.
  - Plan and facilitate a Fraternity and Sorority Leadership Retreat (spring)
  - Coordinate programming for National Hazing Prevention Week (September 19-23, 2016)

- Serve on the SCOPE (Safe Campus Outreach Prevention and Education) Committee, and coordinate Stomp Out Stress events

- Enhance, develop, and promote departmental resources for local and regional “things to do” activities

- Conduct event consultation meetings with student clubs for upcoming programs and events as assigned

- OTHER REGULAR DUTIES
  - 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 Student Activities Manager staff meetings
    - 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 keep 20 office hours (on average) per week throughout the academic term
  - Out of these 20 office hours, 18 must be completed during normal business hours at a mutually agreeable time between the Graduate Assistant and immediate supervisor.
  - Evening and weekend hours to be scheduled based on event/program needs.
- Tuition waiver for 6 credits for the Fall and Spring semesters
- Receive a total semestery stipend of $2,500.00, paid biweekly

Additional Commitment and Benefits Provided by Student Activities:
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 Monday, August 1, 2016 and conclude Wednesday, May 31, 2017.
- The Graduate Assistant shall keep 30 hours per week when academic year classes are not in session (in August before classes begin, Winter Break, and in May once classes have concluded).
  - The Graduate Assistant shall have the following periods off: December 24, 2016 – January 4, 2017 (College Holiday reduced work schedule); March 20-24, 2017 (Spring Break)
- 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 semestery stipend of $1500.
- A $250 credit per semester meal allowance (inclining dining dollars or Hawk Dollars as determined by GA).
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
- Advisement of SA Productions and to the Student Association
- 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
- 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