Graduate Assistant
Education Advising

This position is 10hrs/week and yields a 3-credit tuition waiver and $1250 stipend/semester. A successful applicant for this position will have the following qualifications:

- Graduate student in education or related field; should have a strong interest in advising.
- Excellent interpersonal communication skills with a student-centered orientation.
- Exemplary organizational skills and a demonstrated ability to work independently and as part of a team. Fluent and articulate writer. Experience presenting to or leading small groups of college students or adults.
- Familiarity with teacher certification program(s) at SUNY New Paltz. In-depth understanding of School of Education offices/programs and campus student support resources highly desirable.
- Comfortable with Microsoft Office suite. Experience with Banner a plus.
- Able to commit to 6-8 fixed daytime office hours per week. Additional hours are more flexible, and could include occasional evenings and weekends.

Duties and Responsibilities: Reporting to the Academic Advisor for Early Childhood & Childhood Education, with the support of the Director of Academic Advising and the Program Coordinator for Early Childhood & Childhood Education, the GA in Education Advising will:

- Be attentive, sensitive, and proactive regarding needs of current and prospective SoE undergraduate students. Respect confidentiality. Respond to email, phone and in-person inquiries.
- Facilitate major declaration/program entry for SoE undergraduates. 1) Meet with ready-to-declare and newly-declared Early Childhood & Childhood Ed students in small groups and individually to review and sign plans of study and declaration/change of major forms, and explain checkpoint requirements. 2) Refer students interested in other SoE majors and graduate programs to appropriate faculty members and advisors.
- Oversee on-site writing sample administration.
- Track student compliance with program and certification requirements (writing sample, fingerprinting, workshop completion, and independent fieldwork), and assist with other office data tracking.
- In consultation with Academic Advisor, develop and coordinate at least one program/initiative each semester in support of SoE students.
- Update and create new program materials as needed. Work with student assistant to create/maintain files for EC & CE students. Other tasks as assigned.

Benefits: Gain an experientially-grounded understanding of academic advising in the context of an academic department.

To Apply: submit a resume, letter of interest, and TAGA Appointment Request Form to:

Joanna Schroer
Academic Advisor
schroerij@newpaltz.edu
Old Main 115A | (845) 257-2805