

Graduate Assistant for the Center for Student Success Position Description

Compensation: Partial Tuition Waiver & Stipend

Positions Available:

- Supplemental Instruction Graduate Assistant – 20 hours per week (Partial Tuition Waiver + \$5,000 Stipend)
- Tutoring & Support Staff Graduate Assistant – 20 hours per week (Partial Tuition Waiver + \$5,000 Stipend)
- Writing Studio Graduate Assistant – 20 hours per week (Partial Tuition Waiver + \$5,000 Stipend)

Primary Tasks

- Assist CSS professional staff with supervision of undergraduate student staff
- Assist with facilitating semester training, monthly meetings and intermittent trainings
- Facilitate workshops and table at events as needed
- Assist with collecting and reviewing CSS data
- Participate in data collection and outreach efforts in Starfish platform
- Observe tutoring/writing/consultation sessions and provide feedback to student staff
- Assist with performance reviews for student staff
- Participate in training as needed to stay up to date on current Learning Center trends
- Participate in INT 193 as an observer
- Assist with administrative office tasks at the CSS
- Assist with social media and marketing
- **GA's will NOT conduct tutoring/writing/consultation sessions.**

Benefits of Working at the CSS

Working at the CSS will entail working directly with students and supervising student staff. CSS GA's will gain skills in direct supervision, giving staff feedback, completing evaluations, working with and processing data, communicating with multiple levels of staff, facilitating workshops and trainings and working on creative projects.

Position Requirements

- 3.3+ current GPA or 3.3+ undergraduate GPA if starting graduate program in the Fall term
- Must be available for at least two semesters – Fall and Spring
- Must be available to have consistent week to week hours at the CSS and be available at least one evening per week to assist with evening staff supervision
- Must consistently be enrolled in at least 6 graduate-level credit hours for duration of position
- Please submit at least one faculty reference from SUNY New Paltz instructors or an instructor from a previous institution.
 - Please forward this [link](#) to the faculty/staff of your choice. They will be asked to fill out a short form on your behalf that will take no longer than 5 minutes. A full letter of recommendation is **not** required.
- Please submit a current resume to the CSS email: css@newpaltz.edu after submitting application

- Position Preferences
 - Be available to sit in on at least one section of the tutor training course in Fall term, INT 193:
 - Section I: Tuesday 3:30-4:45
 - Section II: Wednesday 11:00-12:15
 - Be available for at least 3 semesters
 - Be available for student staff orientation training:
 - Saturday, August 23rd
 - Sunday, August 24th

Questions? Please email CSS@newpaltz.edu.