Performance Program
Graduate Admissions GA

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 engaging personality, be a self-starter, find creative ways to outreach to undergraduate and high-school students, adhere to deadlines and have strong organizational skills. Knowledge of Excel, Canva, Social media platforms, and Student Organizations is helpful.

Administrative Duties and Event Support
Duties are included, but not limited to:

(60% Undergraduate Admissions)
• Assist in the management and development of our Undergraduate Student Ambassador Program.
• Assist our Associate Director of Undergraduate Admissions and Visitor Engagement with projects, event set-up, and other light administrative duties.

(40% Graduate Admissions)
• Conduct online competitor program research and analysis
• Attend and assist with on-campus events and event promotion.
• Create online tutorials and informational PowerPoints
• Assist in confirming prospective student appointments with our recruitment staff.
• Assist in entering inquiry cards into our Slate CRM system.
• Inventory and manage print and online materials for events
• Review and report any outdated web content to supervisor

To Apply: Submit a resume, letter of interest, and TAGA Appointment Request Form to gradadmissions@newpaltz.edu.

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