Graduate Assistant

Recruitment

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 prospective students, adhere to deadlines and have strong organizational skills. Knowledge of Canva, Social media platforms, and Student Organizations is helpful.

Duties generally include:

1. **Recruitment**
   - Familiarize yourself with all Graduate Programs offered at SUNY New Paltz
   - Attend and assist at on-campus and off-campus events, if applicable (open house, job fairs, info sessions, classroom visits, etc.)
   - Follow up and respond to inquiries through the Grad Studies email, telephone calls or appointments
   - Speak with Prospective students about the basic admissions process and requirements
   - Social Media posts using Facebook, Instagram, Twitter
   - Online research and analysis

2. **Event Planning**
   - Assist with organizing campus events (e.g., open house, information sessions, etc.)
   - Provide administrative assistance
   - Manage re-marketing email campaigns and RSVPs for events
   - Promote events on campus, online, and via social media
   - Create flyers for events and post throughout campus

3. **Documentation & Project Management**
   - Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant.
   - Provide a weekly summary of accomplishments to your supervisor.
   - 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 gradstudies@newpaltz.edu

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