

## Performance Program Extended Learning GA

This position is 20hrs/week and yields a 6-credit tuition waiver and \$2500 stipend/semester. To be successful in this position will require the employee to be a self-starter who is able to work on assigned projects with little oversight while also working well within a team structure. The ability to learn new processes and/or technologies easily and being open to new ideas is critical. Additional skill sets that will assist a new GA is excellent written and verbal communication, conscientious attention to detail, adherence to deadlines, and the ability to research. Duties generally include:

### Special Session; Summer and Winter Session

- Assist with the current promotions of summer and winter sessions
- Draft new promotions to be implemented in 2020-2021
- Respond to summer and winter email inquires
- Aid in monitoring and enrollment for summer and winter session

### University in the High School

- Assist with student registration
- Develop program assessment reports
- Manage electronic document filing system
- Create outreach campaigns to UHS students

### Micro-credentialing

- Review undergraduate catalog for micro-credential course associations
- Report on seat utilization of potential micro-credential courses
- Research viability of proposed micro-credential courses

### Extended Learning Administrative Assistance

- Assist with the coordination of on-campus test preparation
- Aid with promotion of CEU and other non-degree offerings
- Coordinate Design Service and Printing requests
- Provide administrative and reception assistance as needed
- Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant.

### Communication & Assessment

- The GA will be expected to maintain an online weekly progress report to be reviewed/shared during GA meetings with the Extended Learning Program Coordinator. These meetings may be conducted in person or online.
- The GA will have access to the Extended Learning Program Coordinator via email, Microsoft Teams or phone.
- The GA will provide the Extended Learning Program Coordinator with a summary of accomplishments at the end of each term. Evaluation shall be based on the extent to which the Graduate Assistant has met or made progress towards meeting the goals specified in their performance program and progress report.

**To Apply:** submit a resume, letter of interest, and [TAGA Appointment Request Form](#) to [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu)