

Performance Program

Graduate, Professional & Interdisciplinary Studies 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 include excellent written and verbal communication, conscientious attention to detail, adherence to deadlines, and the ability to research. Duties generally include:

Website & Technical Support

- Review and flag website errors, including broken links, on a periodic basis.
- Research and propose ideas for improving/streamlining data management

Project Management

- Create excelspreadsheets of online courses for OpenSUNY Database each semester
- Oversee the digitization of graduate curricular documents into SharePoint
- Manage the office bulletin board, including updating materials and information
- Assist with editing the UG and GR online catalogs as needed

Research & Reporting

- Research continuing education and micro-credential programs across campuses nationally
- Draft bi-weekly reports of key metrics for each graduate program
- Provide online research for GPIS Staff

Documentation & Administrative Support

- Document any new or revised procedures for inclusion in the GA SharePoint
- Provide administrative and reception assistance as needed
- Scan and index documents as needed

Communication & Assessment

- The GA will be expected to keep an online daily progress report of accomplishments to be reviewed/shared during GA meetings with the Assistant Dean. These meetings may be conducted in person or online.
- The GA will have access to the Assistant Dean via email, Microsoft Teams, or text.
- The GA will provide the Assistant Dean 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 a [TAGA Appointment Request Form](#) to gradstudies@newpaltz.edu