

Performance Program Graduate 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 is excellent written and verbal communication, conscientious attention to detail, adherence to deadlines, and the ability to research. Duties generally include:

Data & Technical Support

- Assist the Director with implementing a new CRM system for Graduate Studies
- Manage individual and group training session requests such as faculty/administrative tutorial sessions for Slate, etc.
- Assist faculty and staff navigate the new technologies
- Research and propose ideas for improving/streamlining data management

Website & CourseLeaf Management

- Update the Graduate & Extended Learning website as needed
- Research and propose ideas for improving our web presence
- Work on web or catalog projects as assigned by the Director

Research & Administrative Support

- Provide online research for Graduate & Extended Learning staff
- Provide administrative and reception assistance as needed
- Scan and index documents as needed

Documentation & Project Management

- Assist Director in managing marketing collateral requests and reprints
- Maintain the Grad Slate Data Dictionary and document any new or revised procedures for inclusion in the GA SharePoint
- Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant.
 - Previous GA Projects include: developing a GA training manual, proposing and making website modifications including, navigation, program structure, scholarship information, etc., developing SharePoint sites to organize marketing and scholarship information, cleaning up old files from our website and creating folder structures within T4 to assist in finding/making changes for future GAs and staff.)

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 Director. These meetings may be conducted in person or online.
- The GA will have access to the Director via email, Microsoft Teams or text.
- The GA will provide the Director 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