

## **Graduate Assistant Graduate Music Therapy Program**

Part time positions require 10hrs/week and yield a 3-credit tuition waiver and \$1250 stipend/semester.

Applicants for this position need to be accepted into the Graduate Music Therapy Program. A successful applicant for this position must be: technically proficient; detail-oriented; work well within a team; organized; practice discretion and maintain confidentiality with sensitive material; and have excellent written and verbal communication skills.

The role of a Graduate Assistant is to help with administrative duties in ways that benefits the promotion, development, and daily functioning of the Music Therapy Program. Graduate Assistants are assigned duties at the start of each semester by the Program Director, who also oversees completion of these assignments. Assignments are assigned based on the strengths of the applicant.

### **Duties of Graduate Assistants may include**

- 1) Maintain instrument room and instrument checkout for clinical training and classroom use.
- 2) Archival of historical documents of the Program and the Mary Boyle archive.
- 3) Administer, publicize, and organize special programming including continuing education workshops and symposiums.
- 4) iPad and technology maintenance and checkout for clinical training and classroom use.
- 5) Assist professors in assigning clinical placements and organizing contracts with training facilities.
- 6) Maintain daily functioning of the Program
  - a. All bulletin boards are up to date and maintained
  - b. GA office is stocked with supplies and clean at all times
  - c. Reporting on news stories, student and alumni accomplishment, and events with SUNY, New Paltz
  - d. Updating Music Therapy Program BB site as directed by music therapy faculty
- 7) Assist Program Director and Professors with classroom preparation.
  - a. Making copies of readings/handouts
  - b. Searching for possible resources in library
  - c. Bring instruments or materials to classroom
  - d. Support adjunct professors as needed
  - e. Make .pdfs accessible
  - f. Type transcripts of recorded classroom lectures
- 8) Support Professors in their scholarly endeavors
  - a. Help find literature pertaining to scholarship
  - b. Finding and networking with outside agencies, as directed and approved by the professor
- 9) Support Program Director with administrative duties as needed
- 10) Support the Program through assisting with advocacy and recruitment events, with the approval from Program Director

**For More Information:** Click [here](#) to read the e-brochure

**To Apply:** Complete the top half of the [TAGA Appointment Request Form](#) and send it along with a copy of your resume and interest statement to: [murphyk@newpaltz.edu](mailto:murphyk@newpaltz.edu).