Graduate Assistant
Graduate Recruitment Assistant

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, familiar with report writing, adhere to deadlines and have strong organizational skills. Knowledge of Excel, 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 with 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 using reporting tools and Excel

2. **Event Planning**
   - Assist with organizing and attending 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.
   - Creating Power Point presentations for virtual events
   - Research and administrative tasks as assigned
   - Provide a weekly summary of accomplishments to your supervisor.
   - Provide an end-of-term summary of accomplishments to your supervisor

4. **Communication & Assessment**
   - The GA will be expected to maintain an online weekly progress report to be reviewed/shared during GA meetings with the Manager of Graduate Recruiting & Advising. These meetings may be conducted in person or online.
   - The GA will provide the Manager of Graduate Recruiting & Advising with a summary of accomplishments at the end of each week. 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

http://www.newpaltz.edu/graduate