Supplemental Instruction Graduate Assistant Position Description

Fall 2022

Application Link: https://newpaltz.co1.qualtrics.com/jfe/form/SV_0e99kr8TRmqJUp0

Deadline to Apply: May 30, 2022

Pay Information: Stipend + Partial Tuition Waiver

Hours: 20 hours per week during Fall and Spring semesters

Primary Tasks

• Assist Coordinator with day-to-day operations of Supplemental Instruction Program and other peer-to-peer programming at the Center for Student Success
• Facilitate trainings and meetings with student Supplemental Instruction Leaders and assist with creating training content and group activities
• Observe Supplemental Instruction sessions and provide constructive feedback to Supplemental Instruction Leaders after sessions
• Assist Coordinator with attendance tracking and tracking other data associated with the Center for Student Success
• Meet individually with student staff to answer questions and assist with tasks
• Assist with Orientation, Welcome Week and other events
• Update Supplemental Instruction schedule and assist with reviewing session notes, prep sheets and other written work
• Participate in ongoing training and tracking related to Supplemental Instruction and Learning Centers, consistent with the University of Missouri – Kansas City Supplemental Instruction Accreditation and College Reading & Learning Center Association Accreditation

Benefits of Working as a Graduate Assistant at the CSS

• Gain leadership, communication and presentation skills
• Gain connections and referrals on campus by working with faculty, staff and peers
• Gain supervisory skills
• Partial tuition waiver in addition to stipend

Position Requirements

• Must be a current or incoming graduate student at SUNY New Paltz
• Must provide current resume, cover letter and two references
• Must be available for pre-semester orientation on Sunday, August 28th, 2022
• Must be able to hold consistent week-to-week schedule and be available for 20 hours per week within the timeframe of 10:00am-7:00pm Monday through Thursday
• Position is open to ALL departments and degrees
• Preferred – Be available for at least one full year