Center for Student Engagement
State University of New York at New Paltz

Community Engagement Graduate Assistant 2020-2021
Position Description and Contract Overview

Graduate Assistant for Community Engagement
• Develop and host virtual/online/alternative format programming and engagement opportunities
• Develop and conduct Volunteer Basics workshops for students and student organizations
• Supervise the UlsterCorps Associate Board
• Maintain the NPVolunteers Blog of available service opportunities
• Develop and Maintain Things to Do and Services in New Paltz and surrounding community
• Co-plan and execute Blue Day (fall) and Orange Day (spring)
• Support the Stepping into Diversity Leadership Program
• Assist in the planning and coordination of Volunteer Fair and Make a Difference Day
• Serve on the Student Voter and Civic Engagement Committee
• Serve on the Beyond the Echo Chamber Dialogue Series Planning Team
• Oversee student club participation for spring Accepted Student Day events
• Serve on Weekend Duty Rotation for department weekend event and Student Union supervision

While working office hours, the Graduate Assistant is expected to:
• Field questions from patrons (students, faculty, staff, prospective students, and their parents) over the phone, via email, and in person regarding event information, facilities use, and campus information
• Monitor events/meetings taking place in the Student Union and respond to requests from customers
• Assist with selection, supervision, and training of CSE student employees in several areas
• Attend weekly/bi-weekly individual meetings with immediate supervisor to discuss job-related concerns and performance. Participate in an annual performance evaluation with the immediate supervisor
• Attend weekly professional staff meetings on-time, prepared, and ready to contribute
• Hold and maintain appropriate Student Union keys and account for their location at all times

Graduate Assistantship Remuneration and Obligations:
• The Graduate Assistant shall work 20 hours per week throughout the academic term (This will mostly be done in the established business hours; however, some night and weekend supervision and event coverage is expected)
• Tuition waiver for 6 credits for the Fall 2020 and Spring 2021 semesters
• Receive an academic-year long stipend of $5,000.00, paid biweekly
• The Graduate Student Employees Union (GSEU) allows for personal or Family sick accrued time in your second semester. Accrued days are eligible while classes are in session (January 19, 2021-May 14, 2021) and only for legitimate sick time.

Additional Commitment and Benefits Provided by Center for Student Engagement:
This position is uniquely designed by the Center for Student Engagement. The Center for Student Engagement has an additional period of service:
• The term of the contract period shall begin Monday, August 10, 2020 and concludes Friday, May 14, 2021
• The Graduate Assistant shall keep 25 hours per week for the two weeks immediately prior to the fall and spring semester when classes are not in session, as follows:
  o 25 hours each the weeks of August 10, August 17, January 4th, and January 11th
• The Graduate Assistant shall serve on weekend duty coverage for the center 4-5 weekends per semester

As a result of these additional commitments, the following unique benefits are offered the person in this position:
• Additional yearly stipend of $1,848 paid hourly at a rate of $14.00 for the extra-service periods
• A $500 credit per semester meal allowance (inclining dining dollars or hawk dollars as determined by GA)