STUDENT ACTIVITIES MANAGER SELECTION PROCESS

Minimum Qualifications:
- Be a full-time, matriculated undergraduate student at SUNY New Paltz
- Have and maintain at least a 2.75 cumulative GPA
- Be in good disciplinary standing with the Division of Student Affairs
- Live on campus for the duration of employment (full academic year)
- Previous leadership and/or co-curricular involvement at New Paltz
- Current resume and Co-Curricular Transcript

Preferred Qualifications:
- Previous Managerial and Supervisory Experience
- Audio/Visual Technology Equipment Experience
- Customer Service/Communication Skills
- Ability to work well with a diverse public
- Ability to work in a fast-paced environment and handle frequent interruptions and/or task changes

Selection Timeline:

**Friday, March 1 at 5pm**
Application, resume, co-curricular transcript and two (2) Recommendation Forms due. Everything must be submitted electronically at www.newpaltz.edu/saus/sam. Recommendation forms may be submitted on paper to the Office of Student Activities and Union Services (SU 211).

*Please note that it is the Candidate’s responsibility to ensure that all components of their application are submitted on time.
Candidates who do not meet the minimum qualifications, and/or those who do not have complete application packages will receive notice of their ineligibility to continue in the selection process via New Paltz email by Monday, March 4, 2019 at 5pm.*

**Monday, March 4, 2019**
Candidates will receive an email by 5pm regarding whether or not they are invited to continue in the SAM Selection Process.

**Thursday, March 7 through Friday, March 15**
First Round Interviews for invited candidates.

**Wednesday, March 20, 2019**
Candidates notified via New Paltz e-mail by 5pm whether or not they are invited to continue in the SAM Selection Process.

**Tuesday, March 26 through Friday, March 29, 2019**
Second Round Interviews for Invited Candidates.

**Wednesday, April 3, 2019**
Candidates notified of hiring decisions by New Paltz e-mail by 5pm; candidates who are offered positions will receive instructions for acceptance.

*Hired Student Activities Managers will attend one staff meeting, one individual meeting, and participate in 6 hours of shadowing a current SAM before the end of the Spring 2019 semester (all to be scheduled based on availability).*

Please contact the Office of Student Activities & Union Services with questions concerning the Student Activities Manager Application and Selection Process.