Graduate Assistant
Extended Learning

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, be detail-oriented, technically proficient with a high level of proficiency using Microsoft Excel. Duties generally include:

1. **Summer and Winter Session**
   - Assist with the promotion of summer and winter sessions
   - Respond to summer and winter emailed inquiries
   - Provide research assistance into best practices for summer, winter or online programs

2. **University in the High School**
   - Assist with student creation and registration
   - Track student enrollment in University of High School program
   - Assist with organizing a student records database

3. **Event Planning & Promotion**
   - Assist with the coordination of on-campus test preparation
   - Provide assistance with promotion of CEU and other non-degree offerings
   - Coordinate Design Service and Printing requests
   - Assist with Emma email marketing system and event planning

4. **Research & Administrative Support**
   - Provide online research for Graduate & Extended Learning staff
   - Update forms, PDFs, and documents using Acrobat Pro
   - Organize electronic folders of Extended Learning documents
   - Provide administrative and reception assistance as needed
   - Scan and index documents as needed (e.g. application materials, etc.)

5. **Documentation & Project Management**
   - Update the Graduate Assistant Handbook with new procedures, tasks, etc.
   - Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant.
   - Provide a weekly summary of accomplishments to your supervisor.
   - Provide an end-of-term summary of accomplishments to your supervisor and the Director

**To Apply:** submit a resume, letter of interest, and [TAGA Appointment Request Form](mailto:gradstudies@newpaltz.edu) to gradstudies@newpaltz.edu