Graduate Assistant
Graduate Studies

This position is 20hrs/week and yields a 6-credit tuition waiver and $2500 stipend/semester. A successful applicant for this position will be technically proficient, be detail-oriented, work well within a team, be organized and have excellent written and verbal communication skills. Duties generally include:

1. **Website Management**
   - Update the Graduate & Extended Learning websites as needed
   - Assist graduate faculty with programmatic updates to their websites
   - Research other colleges using Terminal Four and propose ideas for improving our web presence
   - Work on web projects as assigned by the Director

2. **Data & Technical Support**
   - Assist with data entry in Banner and reporting via Argos as needed
   - Assist faculty navigate the new online graduate catalog and plans of study
   - Research and propose ideas for improving/streamlining data management
   - Assist with event planning for faculty/administrative tutorial sessions
   - Document any new or revised procedures for inclusion in the GA Handbook

3. **Promotion & Outreach**
   - Assist with recruitment activities as needed
   - Assist with social media posts and event promotion as needed
   - Review and organize communication plans

4. **Research & Administrative Support**
   - Provide online research for Graduate & Extended Learning staff
   - 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:TAGAAppointmentRequestForm) to [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu)