

The Art Education Graduate Assistant works 20 hours per week in the Art Education program during the academic year assisting and supporting Art Education faculty and staff.

Representative Duties

- Managing paperwork related to Art Education students' fieldwork experiences
- Coordinating and overseeing the Art Education Resource Room and supply closet
- Facilitating storage of, and access to, digital resources connected to Art Education courses
- Assisting Art Education faculty with materials preparation related to coursework
- Performing other duties as assigned by the Art Education program director

Dimensions of Job Performance

- Communication
 - Speaking and writing clearly and accurately
 - Responding to communication requests in a timely manner
- Collegiality
 - Interacting in ways that are helpful, respectful of others, approachable, and team-oriented
 - Promoting a positive work environment
- Effectiveness
 - Performing tasks thoroughly and with care and attention to detail
- Initiative
 - Taking ownership of work
 - Able to work independently, and follow through on responsibilities
- Improvement
 - Being receptive and responsive to feedback
- Efficiency
 - Managing work time effectively
 - Being on time

Eligibility

Only matriculated graduate students, registered for at least 6 credits, who are in good standing and making good progress toward the degree will be appointed or re-appointed as a graduate employee.

Terms

The Graduate Assistant will receive a \$2500.00 stipend and a tuition waiver (tuition scholarship for 6 graduate credits) each semester. The Art Education Graduate Assistant reports to the Art Education director. Job performance reviews will be held at the end of each semester with rehire contingent upon acceptable performance. Please contact HR regarding specifics of health insurance coverage.

To Apply

Please complete and turn in the TA/GA Appointment Request Form to Karen Sickles in SAB 108A, by fax at (845)257-3849, or by mail at the address below:

Art Education: Attention Karen Sickles
SUNY New Paltz
1 Hawk Dr.
Smiley Art Building 108A
New Paltz, NY 12561