

## GRADUATE ASSISTANT AT THE CENTER FOR INTERNATIONAL PROGRAMS AT SUNY NEW PALTZ

The graduate assistant plays an important role in supporting the administrative functioning of the **Study Abroad Office** at the Center for International Programs (CIP). The **Study Abroad Office** sends SUNY students to universities overseas. The benefits of working at an international education office (beyond financial compensation) are many--the ability to share personal international experiences with peers, maintain a continued connection to an international community, and gain experience in the field of international education. Additionally, it looks great on a résumé!

### Job Description

Among other assigned tasks and responsibilities that will arise throughout the semester, the Graduate Assistant will be expected to perform the following duties:

- Database management and data entry
- Application processing
- General office support
  - filing documents
  - sending letters/packages
  - delivering materials on campus
  - set-up and clean-up of office events
- Attend office events (study abroad fair, orientation, information sessions, etc)
- Communications management (interoffice, interdepartmental and electronic communication)

### ELIGIBILITY CRITERIA

**Interested students must be pursuing a graduate degree at SUNY New Paltz and:**

- Be enrolled in at least 6 credits each semester
- Have a 3.0 GPA (if you are a first semester graduate student, this requirement is waived and will be reevaluated after your first semester)
- Be able to commit to 20 hours of work per week
- Have demonstrated experience with different forms of technology

### PREFERRED QUALIFICATIONS

- Applicant has had some form of international experience, this can mean:
  - the student has studied abroad in the past
  - the student is an international student studying in the US
  - the student has traveled extensively
  - Foreign language skills
- Attention to detail
- Able to multi-task
- Demonstrated motivation to complete tasks and be reliable
- Maturity in problem-solving
- Flexible

### COMPENSATION

All Graduate Assistants at SUNY New Paltz are paid a \$2,500 stipend per semester in addition to receiving a waiver for 6 credits of graduate tuition per semester. Graduate Assistants must maintain a 20 hour per week schedule to be eligible for this compensation. For more information about the GA compensation and requirements, review the following [E-Brochure](#).

### APPLICATION AND SELECTION PROCESS

Students will apply by clicking on the "Apply Now" box at the top of this page when applications are open and follow instructions to complete the application by the stated deadline. Selected applicants will be interviewed

prior to the start of the semester. The successful applicant will be notified via email and telephone and given the opportunity to accept or decline the offer. Once the student accepts the position he or she will be required to attend a training program on a date scheduled in the future.

We hope that eligible graduate students consider becoming a Graduate Assistant at the Center for International Programs. We proactively support all students no matter their race, class, sexual orientation, religion, nationality, ability, political affiliation, gender, age or health status. We recognize that proactive inclusion and advocacy make not only for better study abroad programs, but a better world.