

## Graduate Assistant Performance Program

### Extended Learning Program Assistant

#### 1. Summer and Winter Session

- Assist with the promotion of summer and winter sessions
- Respond to summer and winter emailed inquiries
- Provide assistance in monitoring enrollment for summer and winter session

#### 2. University in the High School

- Assist with student registration
- Track student enrollment in University of High School program
- Assist with implementation of program for fall and spring courses

#### 3. Extended Learning Administrative Assistance

- 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
- Provide administrative and reception assistance as needed

#### 4. Online Research & Graduate Admissions Assistance

- Provide the AVP and Director with research assistance when needed
- Assist with application maintenance and correspondence
- Scan & Index graduate applications as needed

#### 5. Documentation & Project Management

- Maintain the Graduate Assistant Handbook
- Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant.
- 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](#) to [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu)