

## 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 a self-starter who is able to work on assigned projects with little oversight while also working well within a team structure. Technical proficiency is preferred, but the ability to learn new processes and/or technologies easily and being open to new ideas is critical. Additional skill sets that we look for include excellent written and verbal communication, conscientious attention to detail, and adherence to deadlines.

Duties generally include:

#### 1. Data & Technical Support

- Assist the Director with implementing a new CRM system for Graduate Studies
- Assist with developing queries, communication streams and reports in Slate
- Assist faculty navigate the new online plans of study in DegreeWorks
- Assist faculty with online catalog review and workflow process
- Research and propose ideas for improving/streamlining data management
- Assist with event planning for faculty/administrative tutorial sessions
- Manage individual and group training session requests
- Maintain the Grad Slate Data Dictionary and document any new or revised procedures for inclusion in the GA SharePoint

#### 2. Website Management

- Update the Graduate & Extended Learning websites as needed
- Assist graduate faculty with programmatic updates to their websites
- Research and propose ideas for improving our web presence
- Work on web projects as assigned by the Director

#### 3. 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.)

#### 4. Documentation & Project Management

- Update the GA SharePoint 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](#) to [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu)