

The Office of Undergraduate Admission welcomes applications for consideration for a Graduate Assistant position.

The duties will include but will not be limited to:

- Coordinate campus visits on behalf of the Office of Undergraduate Admissions. This will include registering groups and individual students, greeting visitors, answering general inquiries, and referring students on to admission counselors or appropriate campus departments.
- Serve as the main point of contact for all school groups visiting the Office of Undergraduate Admissions, and prepare materials for their visits.
- Prepare and execute a weekly 30 minute presentation to prospective student groups visiting campus on the academic and co-curricular offerings of New Paltz, as well as the admission requirements.
- Coordinate data entry of inquiries for use in schedules outreach mailings.
- Assist with e-mail communications to inquiries.
- Participate in telecounseling and respond to inquiries from students and parents who call the Office of Undergraduate Admissions making referrals to counselors when appropriate
- Assist counselors and staff in organizing and preparing application files for admission to be processed for follow up or decisions.

Qualifications

- Bachelor's degree required
- Excellent oral and written communication skills (interviewed candidates will participate in an oral presentation)
- Clean and valid driver's license required.
- Ability to work evenings and some weekends
- The successful candidate must be able to work collaboratively and independently, be creative and self-motivated.

To Apply

Please submit a letter of interest to Kimberly Strano, Associate Dean and Director of Freshman Admission at stranok@newpaltz.edu