Graduate Assistant
Recruitment

This position is 20hrs/week and yields a 6-credit tuition waiver and $2500 stipend/semester. A successful applicant for this position will have excellent presentation, written and verbal communication skills, an engaging personality, be a self-starter, find creative ways to outreach to prospective students, adhere to deadlines and have strong organizational skills. Knowledge of Excel, Canva, Social media platforms, WebEx and Student Organizations is helpful.

Duties generally include:

1. **Recruitment/Administrative Duties**
   - Attend and assist at on-campus and off-campus events, if applicable (open house, job fairs, info sessions, classroom visits, etc.)
   - Knowledge of graduate programs offered and ability to speak about the basic admissions process
   - Follow up and respond to inquiries through the Grad Studies email, telephone calls or appointments
   - Social Media posts about events using Facebook, Instagram, Twitter
   - Online competitor program research and analysis
   - Create online tutorials and PowerPoints
   - Manage calendar confirming and scheduling appointments daily
   - Data entry and communication management using Slate
   - Research and retrieve information using Argos and Slate for enrollment reporting

2. **Event Planning**
   - Assist with organizing campus events (e.g., open house, information sessions, etc.)
   - Provide administrative assistance
   - Manage re-marketing email campaigns and RSVPs for events
   - Promote events on campus, online, and via social media
   - Create flyers for events and post throughout campus

3. **Documentation & Project**
   - Working with your supervisor, identify and develop either a term or year-long project that will define your experience as a Graduate Assistant using your skillset and needs of the office.
   - Provide a daily summary of accomplishments to your supervisor.

To Apply: submit a resume, letter of interest, and TAGA Appointment Request Form to gradstudies@newpaltz.edu