

# Graduate Assistant for the Center for Student Success Position Description

**Compensation:** Partial Tuition Waiver & Stipend

**Positions Available:**

- Supplemental Instruction Graduate Assistant – 20 hours per week (Partial Tuition Waiver + \$5,000 Stipend)
- Tutoring & Support Staff Graduate Assistant – 20 hours per week (Partial Tuition Waiver + \$5,000 Stipend)
- Writing Studio Graduate Assistant – 10 hours per week (Partial Tuition Waiver + \$2,500 Stipend)

**Primary Tasks**

- Assist CSS professional staff with supervision of undergraduate student staff
- Assist with facilitating semester training, monthly meetings and intermittent trainings
- Facilitate workshops and table at events as needed
- Assist with collecting and reviewing CSS data
- Complete and publish weekly schedule for CSS student staff
- Participate in data collection and outreach efforts in Starfish platform
- Observe tutoring/writing/consultation sessions and provide feedback to student staff
- Assist with performance reviews for student staff
- Participate in training as needed to stay up to date on current Learning Center trends
- Participate in INT 193 as an observer
- Writing Studio GA – will facilitate writing studio sessions with students 1-3 hours per week
- Assist with administrative office tasks at the CSS

**Benefits of Working at the CSS**

Working at the CSS will entail working directly with students and supervising student staff. CSS GA's will gain skills in direct supervision, giving staff feedback, completing evaluations, working with and processing data, communicating with multiple levels of staff, facilitating workshops and trainings and working on creative projects.

**Position Requirements**

- 3.3+ current GPA or 3.3+ undergraduate GPA if starting graduate program in the Fall term
- Must be available for at least two semesters – Fall and Spring
- Must be available to have consistent week to week hours at the CSS and be available at least one evening per week to assist with evening staff supervision
- Must consistently be enrolled in at least 6 graduate-level credit hours for duration of position
- Please submit at least one faculty reference from SUNY New Paltz instructors or an instructor from a previous institution.
  - Please use the [link on the website](#) to forward to the faculty/staff of your choice. They will be asked to fill out a short form on your behalf that will take no longer than 5 minutes. A full letter of recommendation is not required.
- Please submit a current resume to the CSS email: [css@newpaltz.edu](mailto:css@newpaltz.edu) after submitting application

- Position Preferences
  - Be available to sit in on tutor training course in Fall term, INT 193. Days/times of the course will be provided during the interview.
  - Be available for at least 3 semesters
  - Be available for student staff orientation training. Please see website for training dates.

**Questions? Please email [CSS@newpaltz.edu](mailto:CSS@newpaltz.edu).**