Program Assistant Position Description

Starting Pay: $15.20 per hour

Primary tasks

- Assist students at the CSS with checking into appointments, completing paperwork and answering questions
- Work with the Director, Coordinators and other CSS staff on projects, organizing the center and processing paperwork
- Respond to questions about CSS over phone and email
- Participate in pre-semester orientation and periodic trainings
- Program Assistants work between 2-10 hours per week

Benefits of Working as a Program Assistant

- Gain leadership and communication skills
- Gain connections and referrals on campus by working with faculty, staff and peers
- Pay starts at $15.20 per hour

Position Requirements

- 3.0+ Current GPA
- This position requires one faculty reference. 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.
- Must be available for pre-semester training, please see website for dates.
- Must be able to hold consistent week-to-week schedule at the Center for Student Success
- Must enroll in Tutor/Consultant Training Course, INT193, throughout the Fall semester. Days/times of the course will be provided during the interview. Once you know the day/time of the course, please keep the class time open on your schedule. Information on how to enroll will be provided for students once hiring is complete.
- Position is open to ALL majors
- Preferred – Be available for at least two semesters

FAQ's

Can I apply for more than one position at the CSS?

Yes, you can apply for as many positions as you would like, as long as you qualify for each individually. Each position has a separate interview and selection process.

Who should I use as my reference?

You can choose any one instructor, faculty or staff member that can assess your ability to communicate and work with peers. If you are a transfer student, you can also use instructors from your previous institution if needed.

What will my day-to-day job look like?

Program Assistants work with the staff at the CSS lab to assist with running the day-to-day operations of the lab. This work can include assisting with projects, answering student questions in person, over the phone and email, assisting with checking students and staff in and out of sessions and other tasks. Program Assistants usually work between 5 and 15 hours per week depending on each student's availability and hours available at the CSS. Schedules and hours are decided in the beginning of the semester and remain the same all semester long.

What is INT 193? How do I enroll? What if I can't make it to this class every week?

INT 193 is a one-credit class offered each Fall. It covers tutor training, resources, and pedagogy. You can sign up for INT 193 like you would any other class. Since INT 193 is required for our tutor accreditation, students that are not able to take the course cannot be writing consultants or tutors for that year.

How does the interview process work?

Students that are selected for an interview will be emailed using their SUNY New Paltz email address to request an interview. Selected students will then meet a CSS staff member for a one-on-one interview either in person or over Zoom. After interviewing, students selected for positions will be notified by the end of the Spring term or in rare cases over the summer.

Is the pre-semester training mandatory?

Yes, students that are hired should plan on attending training in person. If you're not able to attend we recommend waiting until next semester to apply. Students with other on-campus positions should make sure that they are able to attend the entire training before applying.

I have a question that isn't covered here. Who should I contact?

Please email us at the CSS using css@newpaltz.edu.