

# **ASSISTANTSHIP POSITIONS IN ADMINISTRATIVE UNITS 2008 – 2009**

## **Academic Affairs**

### **Academic Support Services:**

- **Study Skills Coordinator:** (This position is housed in our Campus Center Room 110B satellite office): The Study Skills Coordinator oversees the daily operations of the Campus Center Room 110B office. Job responsibilities: managing the over 24 university-wide study groups and supervising those hired to facilitate them as well as those who are earning course credits through our University Tutoring program. Assists in the hiring and the direct supervision of the campus center office student staff, and actively engages in outreach to inform the University community of our Study Group Program, our Study Skills Workshops and coordinates a recruitment/evaluation schedule for our for-pay one-on-one Independent Tutorial Program. Is responsible for the submission of an end of semester operations report as well as coordinating opening semester and other periodic semester staff/study group facilitator/University Tutoring meetings. Works in collaboration with the EOP Tutorial Office Coordinator to do outreach to recruit Independent tutors.
- **Faculty Mentor Program Coordinator:** Supervises the operations of the Faculty Mentoring Program. This Coordinator is responsible for recruitment of 100+ mentors who are then matched with students who are Presidential Scholars, students on academic probation, or self-identified students seeking a mentor. The coordinator also does outreach to inform the university community of this service, and organizes both a Faculty Mentor Training reception in the Fall semester, and a Mentor/Mentee reception in the Spring semester. They are also responsible for submitting an end of semester report and for doing a survey/evaluation that assesses the level of satisfaction on the parts of both mentors and mentees.
- **Educational Opportunities Program (EOP) Tutorial Coordinator:** Coordinates the tutorial needs for the students in the Educational Opportunities Program. Oversees the daily operations of the EOP Tutorial Office, maintains the tutorial database and supervises office staff. Works in collaboration with the Study Skills Coordinator to do outreach to recruit EOP tutors.

### **Art Museum:**

The position manages day-to-day maintenance of the museum's web site, which include designing and adding new features for each exhibition. As a part of museum's web team, the person also involves in long term strategy of museum's web site. The job also participates in museum's email blast's creation and mailing management.

### **Graduate Admissions:**

The Graduate Assistants here serve as auxiliary admissions professionals and are primarily tasked with responsibility for support of public service contact and application management duties. The graduate assistants will be expected to participate fully in supporting the office's need to respond to in person, telephone and web inquires from prospective and current applicants and graduate students seeking the services of the Office of Graduate Admissions and Graduate Studies. Additionally, the Graduate Assistants may be tasked with other duties commensurate to their background and skills. Those areas may include providing technical and editorial support for

Graduate Admissions web presence, assistance with delivery of New York State Teacher Certification services and operational support for preparation of graduate applications for review by departmental committees in each of the University's nine Schools and Colleges. Qualifications: Excellent oral, written and interpersonal communication skills are a necessity. Experience working in a college/university setting strongly recommended. Candidates must be available to work 15-20 hours a week between 8:30-5:00 Monday through Friday. Evening and weekend hours are not available. Knowledge of PeopleSoft a plus. Both new and current UAlbany graduate students are eligible.

### **International Education:**

- Study Abroad and Exchanges (SAE) Graduate Assistant: The work obligation is 20 hours per week during the appointed period. The Graduate Assistant is expected to work during the vacation periods, when necessary. A work schedule will be agreed upon no later than the end of the first week of class each semester. Specific Responsibilities of the Graduate Assistant: (1) Providing advice to students registering for study abroad. (2) Registering students. (3) Logging, typing and processing transcript supplements. (4) Logging and processing overseas credit equivalency forms. (5) Assisting Dr. Joan Savitt and Jim Pasquill in various tasks related to Records and Registration of students studying abroad.
- Study Abroad and Exchanges (SAE) Marketing: The work obligation is 20 hours per week during the appointed period. The Graduate Assistant is expected to work during the vacation periods, when necessary. A work schedule will be agreed upon no later than the end of the first week of class each semester. Specific Responsibilities of the Graduate Assistant: (1) Providing assistance to students interested in study abroad. (2) Organizing campus-wide outreach programs in order to increase the Office of International Education's presence both nationally and on campus (including study abroad fairs, classroom visits, exhibits, and a returning students program). (3) Assisting in updating publications and promotional materials. (4) Working with existing data to track marketing trends.
- Study Abroad and Exchanges (SAE) Advising: The work obligation is 20 hours per week during the appointed period. The Graduate Assistant is expected to work during the vacation periods, when necessary. A work schedule will be agreed upon no later than the end of the first week of class each semester. Specific Responsibilities of the Graduate Assistant: (1) Providing advice to students registering for study abroad. (2) Registering students. (3) Logging, typing and processing transcript supplements. (4) Logging and processing overseas credit equivalency forms. (5) Providing first level Study Abroad Advising.
- International Student Services (ISS) Graduate Assistant: The work obligation is 20 hours per week during the appointed period. The Graduate Assistant is expected to work during the vacation periods, when necessary. A work schedule will be agreed upon no later than the end of the first week of class each semester. Specific Responsibilities of the Graduate Assistant: (1) Assist with the Orientation Programs for new students, including preparation of pre-arrival materials. (2) Coordinate the "Language Partners Program" which provides an opportunity for American and international student partners to converse and get acquainted. (3) Assist with the reception of students and with telephone inquiries at the front desk. (4) Serve as liaison between ISS and the Graduate Student Organization coordinating the jointly sponsored Thanksgiving Day Dinner. (5) Assist with keeping handouts and publications up to date and keeping student records accurate, accessible, and neat.

- Office of International Education (OIE) Graduate Assistant: The work obligation is 20 hours per week during the appointed period. The Graduate Assistant is expected to work during the vacation periods. A work schedule will be agreed upon no later than the end of the first week of classes each semester. Specific Responsibilities of the Graduate Assistant: (1) Coordinate programming activities for international students and visitors. (2) Perform tasks as designated by the Vice Provost for International Education.

**Institute for Teaching, Learning and Academic Leadership (ITLAL):**

- The Institute for Teaching, Learning and Academic Leadership has traditionally had two GA positions. Collectively between these two positions, the following are areas of job responsibility: (1) Multimedia development, (2) Web page development, (3) Videography, (4) Providing one-on-one consultation to faculty and graduate teaching assistants on technology issues, (5) Assistance in the development of event flyers, brochures, etc., (6) Assistance in special event planning (Orientation programs, workshops, etc.) and (7) Knowledge of scanning and OCR technologies, graphics formats and PDF creation. Software packages: Microsoft Office (Word, Excel, and PowerPoint in particular), Macromedia Dreamweaver, HTML Kit, Adobe Photoshop, Adobe Premiere, Adobe Audition, Adobe Acrobat, and Real Producer. Additionally, we expect excellent telephone and writing skills, and willingness to participate in the day-to-day operation of the Institute.
- The Future Faculty Fellowship assistant will: Work as a team member with ITLAL staff to provide support to UAlbany Graduate Student in instructional roles; Work with ITLAL staff and the Graduate School to provide professional development experiences for graduate students in academic career tracks; Build and coordinate a campus-wide community and network of graduate students in instructional roles, to create a self-sustaining culture of professional preparation; Organize and implement a schedule of events related both to instructional effectiveness and to general professional development of graduate students; Consult one-on-one with graduate students on matters of instructional effectiveness; documentation, assessment of teaching; presentation of credentials; and related professional matters. Requirements: Ph.D. Candidate in any discipline, 1 or more years teaching experience

**ITS Client Support Services:**

- The Faculty Technology Resources graduate assistant supports the WebCt course management system. Duties include assisting with program administration, providing end user support services to staff, faculty and TAs through workshops, documentation, one-on-one and telephone support. Qualifications: Strong communication skills (oral and written); Excellent organizational skills; Excellent interpersonal skills; Ability to interpret client needs and produce instructional materials; Ability to adapt and learn new procedures and software programs; Must be enterprising, diplomatic, and proactive at solving problems. Technical Skills: Understanding of various operating systems, directory structures, file formats, and protocols; Good working knowledge of software programs that produce files that can be accessed through WebCt (word processing, spread sheet, presentations, graphics, web page, and multimedia); Knowledge of web design principles and usability standards. Preferred: Experience supporting course management software, software instruction, and/or working at a technical support helpdesk.
- Two positions with ITS Client Support Services Desktop Group on the Downtown Campus to assist professional staff who provide desktop support for the College of Computing and Information, School of Criminal Justice, School of Social Welfare, and Rockefeller College and their associated centers. Requirements: Strong people and customer service skills; Excellent

written and oral communication skills; Have a good understanding of basic PC troubleshooting skills, Experience with Windows PCs and applications; Ability to learn quickly and to understand and research problems; and Minimum of two semesters and available for 20 hours M-F, 9-5. Preferred Requirements: Experience with MAC and UNIX. Duties: (1) Configure and setup PCs in an Active Directory domain (2) Troubleshoot Windows and Office applications (3) Configure Microsoft Outlook in an Exchange Environment (4) Setup and Configure devices such as printers and scanners and (5) Other duties which assist in the ITS support of the Downtown Campus.

### **Psychological Services Center:**

The Psychological Services Center will have a number of graduate assistantships at the Center for the 2008-09 academic year. The students' responsibilities include carrying a regular, ongoing caseload at the Center of approximately four to six cases, which is similar to the caseloads you have as practicum students; perhaps with a greater variety of cases. In addition, students will be encouraged to gain more experience with psychological assessments; psychodiagnostic, neuropsychological, and learning disability, and ADHD assessments, as well as intelligence and personality assessments. Students can be either expected to be responsible for three to six assessments, depending upon one's experience and familiarity with major test instruments. Students will also have general responsibilities at the Center for helping with the chart review system, which includes monitoring the different practicum groups and supervisors to be sure the quality control system of our chart review is up to date.

Students will also be expected to conduct family assessments at the Center. These family assessments are conducted in conjunction with the Albany County Family Court and Samaritan Shelters. They involve interviewing families who have had children with PINS (Person in Need of Supervision) or JD (Juvenile Delinquency) petitions taken out on them and the court orders an evaluation of current family functioning. The interviews usually last approximately two to three hours and consist of interviewing the child, the parent/guardian, and the family jointly. A comprehensive report is written to the Albany County Family Court judge, making recommendations for placement and/or treatment interventions. All reports need to be well-written and consistent with forensic standards of the Albany County Family Court.

In addition to these requirements, students will have different primary assignments at the Center. We have contracts with two external sites, the Doane Stuart School, an ecumenical school (Grades K - 12), and the St. Gregory's School (Grades K - 8). Professional activities at both schools include psychological treatment; short-term counseling; assessment and referral of psychological problems; as well as consultation with family members, teachers, and administrative staff. Treatment experiences have also included helping teachers with classroom management problems. Experience with children and adolescents and psychological assessment is important to placements in these settings.

Two students will be given a higher number of assessment cases for the Albany County Family Court/Samaritan Shelters and will also conduct a larger number of psychological assessments, as part of their primary assignment.

There is also a Career Services Unit director placement at the Center. This person monitors the career library, purchases career resources, acts as a consultant to students and faculty on career issues at the Center, and, in addition, conducts more career assessments and career workshops.

Finally, there is the assistant-to-the-director (senior position) at the Center. This position is reserved for either post-internship students or senior graduate students in either program, prior experience at the Psychological Services Center is important. This position involves primarily helping the director with the administration of the Center, including helping teach seminars for the senior graduate students, carrying a regular caseload, conducting a number of psychological assessments, administering the chart review system for the Center, and carrying out a number of administration and educational tasks.

All graduate students and the senior position participate in the graduate assistant seminar, which meets on Wednesday mornings from approximately 9:30 to 11:30 a.m. Topics include regular, ongoing case presentations on a weekly basis, as well as didactic seminars on psychological testing, including intellectual assessments, the Wechsler Series, the Woodcock-Johnson III (neuropsychological assessment), a review of current neuropsychological test instruments, personality assessment, including a number of sessions on the MMPI-2, the Millon Personality Inventory, the Rorschach (Exner System), a number of sessions on a traditional model of psychotherapy, including issues and problems that come up in the course of conducting insight-oriented therapy, sessions on couples therapy, as well as problems with working with special clinical populations (i.e., PTSD), and other clinical topics that are of interest to students. The seminar also emphasizes throughout case conferences and seminar discussions employing good clinical practice skills and problems with the actual treatment of clients.

#### **Registrar's Office:**

- The Graduate Assistant in this position accomplishes many general administrative duties. The position is further defined based on the needs of the office as determined during the term of the Assistantship. Several data systems must be mastered to be able to accomplish these functions. The Graduate Assistant will provide administrative assistance to staff in the office as needed. This may involve interpreting data, preparing correspondence, preparing reports, scanning documents, doing analysis and any other support activities as needed. The Graduate Assistant will be called upon to assist with projects relating to the function of the office and the data systems in use. Such projects may be short or long term as need dictates.

The Graduate Assistant must work in the Registrar's Office twenty (20) hours per week during the academic year. The appointment term is August 25, 2008 through May 14, 2009. Work hours must be scheduled a minimum of four out of five days per week. Two of the four days must be on Monday and on Friday. When classes are in session for less than a full week, the time commitment is proportionately adjusted. If classes are in session, but the office is closed due to legal holidays, the proportional time commitment must be made up. Office hours are 8:30am to 5:00pm, Monday through Friday. A weekly schedule will be established in conjunction with the Associate Registrar at the beginning of each term. Strict adherence to the established schedule is vital. Academic necessities of the student will receive top priority in the establishment of the work schedule.

- Graduate Administrative Assistant Degree Services Responsibilities: (1) Become oriented to the functions of reviewing and modifying degree requirements in DARWIN/DARSWEB as assigned. (2) Become oriented to and familiar with the DARWIN system including the audit, transfer articulation, changes and cancellations. (3) Under the direction of the supervisor maintain tables within the audit system based on course additions, changes and cancellations. (4) Make changes to the DARWIN audit requirement file as instructed by supervisor. (5) Responsible for updating the DARWIN instructions found on the web (6) Become familiar with

registration, transcript processing, transfer credits, enrollment verifications in order to respond to inquiries via the phone and at the Public Service Counter. (7) Become familiar with the People Soft database. (8) Provide direct assistance to the Registrar and Associate Registrar as required or needed. (9) Assist the clerical staff in the Degree Services unit with the degree verifications received by mail and the inquiries via the web by Credentials, Inc. (10) Run a query in People Soft to check to see if financial holds have been removed from the student's record so that a diploma and transcript can be ordered.

The Graduate Administrative Assistant reports directly to the Associate Registrar in Degree Services.

The position has a commitment of 20 hours per week and it consists of various office responsibilities during the Fall and Spring semesters. The starting date will be stated on the appointment papers. If classes are in session, but the office is closed due to legal holidays, the proportional time must be made up. When classes are not in session you do not have to report to work. Office hours are 8:30 A.M. through 5:00 P.M. A weekly schedule will be established with the supervisor at the beginning of each term and must be followed. Academic needs of the student receive top priority in establishing the work schedule.

### **School of Education:**

The Dean's Office of the School of Education has a graduate assistantship available for the 2008-2009 academic year. This is a 20 hours per week administrative assistantship supporting the Dean's Office as well as the four academic departments of the School and selected research centers and units.

#### Duties:

- Directly support the Dean's Office on school events and programs
- Assist with the production of School of Education publications and correspondence
- Help update and maintain School of Education displays
- Assist with the reorganization of the Dean's Office filing and storage system

#### Required Skills:

- Excellent written, communication and organization skills
- Experience with events and events planning is preferred

### **Undergraduate Admissions:**

- GA Technology: This individual will be responsible to work 20 hours per week to assist the office with technology related issues. The primary job responsibility will be updating, enhancing, changing and managing the Undergraduate and International web pages. This requires maintaining a calendar for when particular information becomes relevant, uploading information, removing information, keeping all information current and relevant. The GA would work directly with the Communication Manager, Director of Admission, and Assistant Director of International Student Admission. This individual would also provide basic computer help to members of the staff. The GA would also keep a log of all equipment, hardware, and software for purposes of purchasing new equipment and making necessary upgrades. Finally, the GA would be prepared to assist with campus events, maintaining or updating databases, especially those connected with the web site and any special projects as assigned.

- **GA Communication:** Two individuals will each be responsible to work 10 hours a week, reporting to the Office of Undergraduate Admissions Communication Manager. This person will help the Communication Manager with the daily work of the Undergraduate Admissions Office. This will include but not be limited to responsibilities with completing mailings, managing returned mail, helping to input inquiry cards, and developing of publications. The GA will play an integral part in the planning of and in the actual campus events including preparing folders for attendees. They will also help with photo shoots, finding student volunteers to assist the staff of Undergraduate Admissions at their campus events, and they would help develop and research stories to be used by Admissions for their presentations and publications. They will also be responsible for special projects as assigned. Knowledge of Microsoft office products, especially Access and Excel, a must.

### **Undergraduate Education:**

Provide Help Desk coverage in busy reception area to respond to telephone and in-person inquiries from students, faculty, and parents regarding academic regulations, degree requirements, university governance, internships, academic actions, withdrawal and readmission, leaves, curricular changes, transfer credit issues. Maintain office Web site and database systems. Qualifications: Strong interpersonal, communication, and technical skills; extensive knowledge of the campus and the undergraduate experience.

### **University Applications Development:**

Primary job responsibilities are maintenance tasks in support of the University's main web site, [www.albany.edu](http://www.albany.edu). Duties include moderate web page updates, web site monitoring, gathering statistics, proofreading, memo writing, managing correspondence with customers, making frequent updates to a database of university web builders, taking digital photographs, editing images and general office work. Excellent writing and communication skills required. Experience surfing the web and basic understanding of the web is required. Knowledge of html, UNIX, Dreamweaver, Photoshop, Microsoft Excel, Access and Word a plus. The best candidate will be someone who enjoys detail work and can manage multiple assignments requiring follow-up. English, Communication, Art, Philosophy, and Information Science majors especially sought.

## **President**

### **Athletics:**

- **Athletic Training Room** – Will assist the professional athletic training staff with all aspects of the training room, which provides rehabilitation services to injured student-athletes. This includes coverage at games and all team practices. Weekends, early mornings and late schedule flexibility required. Two-year appointment is desired.
- **Football** – Two (2) Graduate Assistants per year are hired by the football coaching staff, (two-year appointments). These GA's are interested in a career in coaching football. They will work under the guidance of the head coach and learn all aspects of a Division I football program. Including recruiting, scheduling, on field coaching and practice. Collegiate football playing experience required. Weekends and early morning schedule flexibility required.
- **Track & Field** – Will assist the coaching staff with all aspects of office organization, including team travel itineraries and logistics. Knowledge of intercollegiate track program, strong computer and organizational skills are required.

- Athletic Facilities – Two (2) GA’s are hired to assist the athletic facilities’ crew with all aspects of set-up, break down and facilities supervision at all events held in the RACC, PE and outside on all athletic fields. Nights and weekend availability is required.
- Merchandise/Ticket Office – This GA is interested in a career in marketing and ticket management. They will gain experience managing the SEFCU Arena merchandise store and assisting at all athletic events. Must be available to work nights and weekends.
- Equipment Room – Will assist the head equipment manager and assistant manager with all aspects of running a Division I Equipment Room, including laundry, laundry and more laundry (washing, drying, folding, sorting, distributing). Early mornings, late nights and weekend flexibility is required.
- Business Office –Will assist Business Manager with input of data onto computer. Strong computer knowledge and attention to detail is required.
- Academic Support – Will assist Director of Student-Athlete Academic Services in set-up and monitoring of academic tutoring program for student-athletes.

**Institutional Research, Planning and Effectiveness:**

The Institutional Research, Planning and Effectiveness (IRPE) GA manages all aspects of the Student Instructional Rating Form (SIRF) survey and other duties as assigned. The work schedule requires 30 to 40 hours of labor after Reading Day in the fall semester to process surveys. Fluency using MS Access for record keeping and strong attention to detail is required. Experience with Active Server Pages and/or Visual Basic is desirable, but not required.

**President’s Office:**

The Governmental Relation Graduate Assistant (GA) working in the Government Relations department will receive a stipend of \$8,093 for the academic year, nine (9) credits tuition waiver per semester, and will work 24 hours a week during the academic year. The GA will work closely with the President’s Chief of Staff, the Assistant Director of Government Relations, and Special Assistant in the President’s Office on a daily basis, as well as other senior University administrators.

The GA participates in the development of strategic partnerships between the University and its external stakeholders. In addition, the GA is responsible for conducting research in a variety of topics, attending legislative hearings, meeting with State legislators, preparing documents for external review, and contributing to University advocacy campaigns. The Graduate Assistant must:

- Be highly proficient in all applications of Microsoft Office (Word, Excel, Access, and PowerPoint).
- Utilize research methodologies to generate presentations for exhibition and display for a variety of audiences, and participate in the formation of partnership initiatives.
- Possess excellent written and oral communication skills.
- Feel comfortable organizing and participating in meetings with legislators.
- Adapt quickly to different work situations and environments.
- Be able to work on more than one project at a time.

## Research

### **Center for Social and Demographic Analysis (CSDA):**

The CSDA GA assists on demographic research projects by locating and preparing data files, analyzing data using SAS and SPSS, making maps using ArcGIS, doing literature reviews, and writing up project summaries.

### **Center for Technology in Government:**

- The Graduate Assistant performs a variety of assignments that support CTG's ongoing applied research program, outreach to external communities, and development of new programs. Key responsibilities include assisting in the preparation of research proposals and working as a team member on CTG research projects. Specific assignments may include participation in focus groups, interviews, field observation, surveys, modeling, policy analysis, cost-benefit analysis, or literature reviews, as well as project support tasks. The graduate assistant may be involved in the preparation of scholarly articles or presentations before academic and professional organizations. The graduate assistant supports the Center Director and Leadership team's research projects.

Minimum Requirements: (1) Master's degree in a social science or related discipline, (2) Demonstrated skill with research tools and techniques, (3) Excellent ability to write for and present material to both scholarly and practitioner audiences, and (4) Strong communications and interpersonal skills

- The Graduate Assistant performs a variety of assignments that support the Center for Technology in Government's (CTG) ongoing applied research program, outreach to external communities, and development of new programs. Graduate assistants at CTG work as members of CTG research project teams. Specific assignments may include participating in the design and implementation of specific research activities such as in focus groups, interviews, field observation, surveys, modeling, policy analysis, cost-benefit analysis, or literature reviews, as well as project support tasks. The graduate assistant may be involved in the preparation of scholarly articles or presentations before academic and professional organizations.

Minimum Requirements:

(1) Enrolled in a doctoral program in a social science or related professional program or discipline, (2) Demonstrated skill with research tools and techniques, (3) Excellent ability to write for and present material to both scholarly and practitioner audiences, (4) Strong analytical skills, and (5) Strong communications and interpersonal skills.

Compensation and Commitment:

This position is a graduate assistantship for the 2008-2009 academic year, which includes a stipend and a tuition waiver of up to 9 credits of in-state tuition per semester. During the academic year, CTG employs GA's for a 20 hour work week working over intersession and UAlbany breaks, totaling 800 hours. Due to the 20 hour work week commitment, students working at CTG should not be employed through any other assistantship. The Center is interested in students who are willing to begin working at CTG during the 2008 summer employment period and continue working at CTG during the 2008-2009 academic year. Summer funding is available to work full time (up to 37.5 hours per week for the 12 weeks). We are seeking candidates to make at least a 12 month commitment.

## **Student Success**

### **Career Services:**

Description: Provide individual career counseling for diverse undergraduate, graduate, and doctoral students as well as alumni. Assist with Drop-In Hours (resume & cover letter critiques), administer and interpret career assessments, and occasionally present career workshops. Assist with other office duties as needed.

Qualifications: At least second year doctoral counseling psychology candidate; knowledge of career counseling theory and career assessments, excellent communication and interpersonal skills, willingness to work in a fast-paced environment with diverse students, and pitch-in attitude.

### **Conflict Resolution and Civic Responsibility:**

The GA for the Office of Conflict Resolution and Civic Responsibility for the most part, manages our judicial database. This database is inclusive of all referrals of student conduct violations made by UPD/Residential Life/Faculty & staff. The GA is also responsible for weekly tracking and report generation for the members of the Office of Conflict Resolution & Civic Responsibility. The candidate must maintain confidentiality of all information and will be required to become familiar with the University's policies regarding the access, use and confidentiality of personally identifiable information about students. The candidate must also be creative, efficient and proficient in basic Windows program functions (e.g, Access, Excel, Powerpoint).

### **Disabled Student Services:**

Duties and responsibilities: Assist the Director of Disabled Student Services (DSS) in the management of the office; Recruit test proctors, schedule tests and examinations for students with disabilities, schedule rooms and any necessary equipment for test taking; Assist with problem solving, trouble shooting, and/or counseling for disabled students with personal, academic, social, medical and other problems; Facilitate support groups for students with learning disabilities; Attention Deficit Disorder, or psychiatric disabilities; Speak in classes or attend community programs to educate about disabilities or specifically the services for disabled students at the University; Provide appropriate information and referral to consumers over the telephone, in person or through correspondence about a wide range of disability issues; Input, compile and analyze data on students with disabilities at the University; Serve as a liaison with local, state and federal agencies serving persons with disabilities to assist students in the receipt of benefit and entitlement programs; Assist with the planning and implementation of special events like DSS Honors Convocation, Awards Luncheon, Test Proctor Recognition Luncheon or fund raising efforts; Discuss reasonable accommodations with faculty members as needed; and Meet regularly with the Director of DSS for ongoing training, consultation and supervision.

### **Middle Earth:**

- The Hotline Coordinator position involves responsibility for and supervision of the Middle Earth hotline service, which is staffed by University at Albany undergraduate volunteers. The Hotline Coordinator is responsible for the implementation of six undergraduate credit-bearing training courses for peer counselors as well as ongoing supervision of peer counselor performance on the hotline.
- The Outreach Coordinator position involves responsibility for and supervision of the nationally recognized Middle Earth Outreach Education Program, including a campus peer theater group.

The Outreach Coordinator oversees the administration and implementation of daily program operation, such as scheduling of workshops, theme weeks, peer theater group training and performances, informational events, supervision of undergraduate students in the outreach program, and serving as a liaison with the campus community. The incumbent will also carry teaching and supervisory duties for students who are enrolled in undergraduate courses that are affiliated with Middle Earth.

### **Residential Life:**

- Quad/Apartment-based Graduate Assistant: Ten (10) Assistantships Available Oversee the specialty areas on the quad, i.e., weight rooms, penthouses, quad offices and/or building responsibilities; serve as on-call professional staff member on a rotating basis, one weekday and every fifth weekend when halls are open; assist in Departmental processes, i.e., student staff selection, training, housing sign-up and hall openings and closings.
- Assignments Graduate Assistant: One (1) Assistantship Available Duties include, but are not limited to, administrative and operational functions of the Assignments Office, supervision of student staff, assistance with Fall and Spring Residence Hall Openings and Closings; serves as liaison with the SUNYCard Office, Mailroom Center, Computing Services, and Student Accounts Office; Responsible for data entry pertaining to CS Housing and SUNYCard access programs; maintains databases relating to both systems and distribution of reports on a weekly basis to the Administrative Director Group.
- Programming/Residential Life Graduate Assistant: One (1) Assistantship Available Duties include, but are not limited to, administrative and operational functions of the Programming Area, and assistance with Fall and Spring Programmatic efforts; responsible for maintaining and tracking up to eight different Microsoft Excel programming budgets; communicates with programming directors to ensure that accurate records are maintained, evaluations are completed, receipts and change are collected, and programming paperwork is complete.
- Orientation Graduate Assistant: One (1) Assistantship Available Duties include but are not limited to administrative and operational functions of Orientation Office, primary supervision of student staff in morning, and on-site assistance of Fall and Spring Orientation programs; serves as liaison with Admissions Office and Advisement Services Center as relates to appropriate assignments of students to conferences; schedules students into appropriate conferences as determined by each program's parameters and/or supervise a staff who assists with this.

### **Student Activities:**

- Graduate Assistantship Student Activities/Leadership 10 month position working with student clubs and organizations. Position includes advisement of student organizations and student government, coordinating leadership training and programs, as well as working with our low ropes adventure course. In addition, position provides general support for the entire Student Activity mission, including but not limited to support for major University events, advisements of clubs and organizations as well as being familiar with all policies and procedures for student groups.

- Graduate Assistantship Student Activities/Community Service  
10 month position working with all student organizations as well as individuals on community service projects and programs. The position serves as a clearinghouse for Community Service opportunities on and off campus and helps promote service among student clubs through web sites, workshops, and other means. In addition, position provides general support for the entire Student Activity mission, including but not limited to support for major University events, advisements of clubs and organizations as well as being familiar with all policies and procedures for student groups.

**University Police Department:**

Graduate assistant (1) provides leadership in managing the University's Don't Walk Alone Safety Escort Service and Safety Programs, (2) assists with the administrative duties of the "Midtown Neighborhood Watch" program, (3) assumes responsibility for the maintenance and updating of the "Safety@UAlbany" lexan panels of the Advisory Committee on Campus Security, and (4) assists the Director of Personal Safety and Off-Campus Affairs-University Police Department with the implementation and management of other personal safety programs and initiatives.

**University Development**

**University at Albany Foundation:**

The University at Albany Foundation, within the Division of University Development, has a Graduate Assistantship available beginning in the Fall 2006 semester within its accounting office. The University at Albany Foundation is a 501(c)(3) not-for-profit corporation established in 1967 for the purpose of encouraging philanthropic contributions from individuals, corporations, foundations and other organizations in support of the activities and programs of the University at Albany.

Reporting to the Controller, the graduate assistant will assist with the review of deposits and disbursements for proper documentation and coding, account analysis of balance sheet and some expense accounts, preparing journal entries, helping with preparation of quarterly financial statements and annual donor reports, and assisting with workpapers for annual audits.

Interested applicants should be self-starters with the ability to work in a fast paced environment, as well as a professional work ethic. He/she should possess good communication and interpersonal skills, and be familiar with Microsoft Office products, especially Excel and Access.

Applicants should submit a resume, letter of application and two professional references.