ASSISTANTSHIP POSITIONS
IN ADMINISTRATIVE UNITS
2015 – 2016

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.

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 inquiries 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 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.

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

The Preparing 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.

**Institutional Research, Planning and Effectiveness:**

The Institutional Research, Planning and Effectiveness (IRPE) GA supports the office in gathering, analyzing and formatting data.

**International Education:**

- **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.

- **International Student Services (OIE):** 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) Plan and execute activities that will assist matriculated and non-degree/exchange international students to more rapidly assimilate into the University at Albany community. (2) Introduce international students to typical college life by providing information on and encouraging participation in regularly offered student activities, arts events, sports, student clubs, etc. (3) Identify and/or organize activities that will provide opportunities for international students to experience common American culture including traditions related to local and national politics, the observance of holidays, and traditions related to things such as major sports events, elections, etc. (4) GA will become familiar with community and regional activities, sports, arts opportunities and provide information about these opportunities to international students and arrange for participation in or visits to such venues. (5) GA will, through the already mentioned activities or other activities, identify and organize opportunities for international students to become acquainted with US born UAlbany students and local residents and vice versa, with special emphasis on providing opportunities for returning study abroad students to interact with our international student population.

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

The Institute for Teaching, Learning and Academic Leadership has one GA position. 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.

**ITS Client Support Services:**

- The Faculty Technology Resources graduate assistant supports the Blackboard 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 Blackboard (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.

- One position with ITS Client Support Services Desktop Group on the Downtown Campus to assists professional staff who provide desktop support for the College of Engineering and Applied Sciences, 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 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 Registrar’s Office safeguards the integrity of the institution’s academic records and degrees. It is the unit responsible for issuance of official transcripts, certification of a student’s enrollment, awarding of the degree, and other matters of record. Records are maintained and released in accordance with federal, state and local laws, regulations and policies. The Registrar’s Office strives to provide quality service to students, alumni, faculty, staff, and others. To this end, it promotes utilization of available technology to deliver services and information in an efficient and secure manner. Our services are provided by adhering to the principles of professional practices and ethical standards enunciated by our professional organization (AACRAO).

The graduate assistant in this position will perform a variety of general administrative duties, which may involve compiling, analyzing and interpreting data, conducting research pertaining to student records, preparing reports and special correspondence, producing transcripts and degree audits, assisting in website maintenance, creating forms, generating the academic calendar, and other activities as needed. A significant component of the position will consist of supporting the office’s customer service efforts (phone and customer service counter). The position will be further defined based on the needs of the office throughout the duration of the assistantship. The graduate assistant will be expected to become proficient in the use of several data systems to complete
routine tasks, short term projects and long term projects. At the conclusion of the assistantship, the graduate assistant will have obtained an excellent understanding of the duties and functions of a Registrar’s Office at a large public institution such as the University at Albany. The experience gained over the course of the appointment will serve as beneficial preparation for future employment in higher education.

It is expected that the graduate assistant commit to twenty (20) hours per week during the academic year. The graduate assistant will preferably work a minimum of four out of five days per week, with two of the four days being Monday and Friday. Normal office hours are 8:30am to 5:00pm. Weekly work hours will be determined at the beginning of the appointment in conjunction with the designated supervisor, giving top priority to the academic necessities of the graduate assistant.

**Undergraduate Admissions:**

GA Technology: This individual will be responsible to work 20 hours per week to assist the Office of Undergraduate Admissions with technology related issues. The primary job responsibility will be updating, enhancing, changing and managing the Undergraduate Admissions 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 Communications and Operations Manager and Assistant Director of Operations. This individual would also provide basic computer help to members of the staff. The GA would also keep a log of all equipment, hardware, software for purposes of purchasing new equipment and making necessary upgrades. Finally, the GA would be prepared to assist with document imaging projects and any other special projects as assigned.

Required: Knowledge of HTML, CSS, Javascript, PHP, Photoshop (or similar), and Dreamweaver. Recommended: Knowledge of Access for query, basic network knowledge, and RedDot.

**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.

**President**

**Athletics:**

The Athletics Department has several institutional supported graduate positions. Resumes are accepted January – March each year and should be emailed to cprobst@albany.edu. Interviews and appointments will be made prior to spring graduation for the upcoming academic year. Below please find a brief explanation and contact information for each position.

- **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. Qualification required: Bachelor in Athletic Training Contact: Jay Geiger at 442-3725.

• **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 SEFCU Arena, PE, Multi-Purpose Stadium, Field Hockey/LAX stadium, Track & Field venue and all other outside practice fields. Nights and weekend availability is required. Contact: Cara White at 442-2639.

• **Promotions/Corporate Sales/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 in promotion at athletic events. Must be available to work nights and weekends. Contact: Charlie Voelker at 442-3310.

• **Equipment Room** – Will assist the head equipment 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. Contact: Kevin Galuski at 442-3059.

• **Business Office** – Will assist Business Manager with financial data into computer. Strong computer knowledge and attention to detail is required. Business/Finance/Accounting Major preferred. Contact: Matt Roche at 442-3054.

• **Academic Support** – Will assist Director of Student-Athlete Academic Services in set-up and monitoring of academic tutoring program for student-athletes. Education major desired. Contact: Jennifer McCarthy at 442-3361.

• **Sport Specific** – At times Athletics hires G.A.’s for specific sport coaching/non-coaching duties. These applicants are interested in a career in coaching. Please see specific sport head coach to discuss if openings are available and candidates’ requirements.

#### Research

**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 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 summer employment period and continue working at CTG during the following 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 Affairs

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.

Community Standards:
Community Standards supports and promotes a civil community through the establishment and administration of the student code of conduct. In addition to managing the student conduct system, Community Standards also encompasses Student CARE Services and Neighborhood Life. The Graduate Assistants for Community Standards provide operational and administrative support to
the unit’s professional staff. Candidates for both positions must be creative, dependable and proficient with various technology and comfortable using social media applications. Any individual hired will be required to maintain strict confidentiality related to the access of student information and records.

Graduate Assistant, Community Standards – Manages the prior disciplinary history records request process for internal and external constituents; assists with entering and closing of all formal student conduct referrals in Advocate, the office’s online student conduct database system; co-facilitate low-level conduct infraction meetings; and assist with all special projects including assessment, trainings and office marketing efforts.

Graduate Assistant, Community Standards, Student CARE Services - Assists with entering and closing student CARE cases into Advocate, the office’s online student conduct database system; assist the Director of Student CARE with student correspondence; oversees the administrative elements of the unit’s CoRe program; co-facilitate DMCA student meetings; and assist with all special projects including assessment, trainings and office marketing efforts.

Disability Resource Center:
Duties and responsibilities:
- Assist the Director/Assistant Director of the Disability Resource Center (DRC) in the assessment activities for the office
- Work as a backup for the Alternative Testing Program (proctoring, reading, scribing, entering exams in the testing log, scheduling exams for students, communicating with professors regarding exams, etc.) throughout the semester and especially during finals
- Assist with general office procedures, communicating with students, parents, faculty and staff
- Outreach regarding the DRC including speaking in classes or attending community programs to educate about disabilities or specifically the services for disabled students at the University
- Provide appropriate information and referral 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
- Assist with the planning and implementation of special events hosted by the DRC and represent the DRC at University events
- Discuss reasonable accommodations with faculty members as needed
- Meet regularly with the Director/Assistant Director of DRC for ongoing training, consultation and supervision
- The DRC Graduate Assistant is expected to work in a professional manner, be a team player who can work independently and have strong verbal and written communication skills.

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 signup 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 Involvement and Leadership - 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.

**Student Involvement and Leadership – Programming:**

The Office of Student Involvement and Leadership is seeking two Campus Programming Board Graduate Assistants. The Graduate Assistantship is a 20 hour per week position charged with supporting student success by aiding in the facilitation, management, and marketing of programming for students at the University at Albany. This position will serve as a graduate advisor to the Campus Programming Board, a student-run programming group on campus. The Graduate Assistant will aid in monitoring program budgets and supervising undergraduate Program Assistants, while providing direction for the planning and promotion of program activities on campus. The Graduate Assistant will report to the Associate Director for Programming for Student Involvement and Leadership.

The Graduate Assistant will work as part of the Student Involvement team and are expected to support other major functions of the Student Involvement and Leadership mission as assigned. Additionally, staff members are expected to exercise a high degree of responsibility and independent judgment. Ideal applicants are self-starters who work in a highly organized fashion, exercise strong attention to detail, can work in a fast-paced environment, and are enrolled in a graduate program as a full-time student. Applicants should also have a strong marketing background and experience working with Photoshop and Microsoft. Strong writing and verbal communication skills are required.

**Student Involvement and Leadership – Reservations Coordinator:**

Serve as main coordinator for student organization room reservation process for Campus Center and classroom events with support from Assistant Director. Duties may include:

1. Daily review and troubleshooting of scheduled events in Virtual EMS and Scheduler Plus scheduling systems;
2. Work with student organizations to ensure success of event, including, but not limited to: reviewing diagrams, discussing food service arrangements, electrical support, and ensuring payment;
3. Resolve room setup and payment issues;
4. Prepare fall and spring statistics;
5. Hire, train and supervise student staff/work study students. All employees work as part of the Student Involvement team and periodically are expected to support other major functions of the Student Involvement and Leadership mission as assigned.

This graduate assistant is expected to work in a highly organized fashion as a self-starter, exercise strong attention to detail, and be enrolled in a graduate program. Strong writing and verbal communication skills required.

**University Development**
University at Albany Foundation:

The University at Albany Foundation, within the Division of University Development, has a Graduate Assistantship available 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 work papers 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.