ASSISTANTSHIP POSITIONS
IN ADMINISTRATIVE UNITS
2016 – 2017

Academic Affairs

Academic Support Services:
Educational Opportunities Program (EOP)

- Tutorial Coordinator: Coordinates the tutorial needs for the over 700 hundred students in the Educational Opportunities Program at the University at Albany. Oversees the daily operations of the EOP Tutorial Office, maintains the tutorial database and supervises office staff. Works collaboratively with our Collegiate Science and Technology Entry Program (C-STEP) and TRIO Program Coordinators to do outreach to recruit EOP tutors for our one-on-one tutorial sessions, our EOP Study Groups, our EOP Math Lab and our EOP Writing Lab. Coordinates outreach communications with University Academic Departments to recruit needed program tutors.

- Faculty Mentor Program Coordinator/EOP Computer Lab 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, EOP students on academic probation, or self-identified students seeking a mentor. The coordinator does outreach to recruit University wide faculty, administrator/staff mentors as well as EOP Alumni and Peer Mentors while also matching mentees. The Coordinator organizes both a Faculty Mentor Training reception in the Fall semester, and a Mentor/Mentee reception in the Spring semester. The Coordinator is 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. Simultaneously, the Coordinator in this post also oversees the running of the EOP Computer Lab and supervises the IT interns, the computer lab staff and keeps on top of the maintenance needs of the 25 computers and the one printer. The Coordinator also monitors who is using the Computer Lab and the amount of paper that is being utilized weekly.

Graduate Admissions:
The graduate assistants serve as auxiliary admissions professionals and are primarily tasked with responsibility for support of public service contact and application management duties. They 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 Education. 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 and Nolij are 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 WebCt course management system on the main campus. 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.

- **The ITS Help Desk** has a graduate assistantship available for 2016-2017. GA duties will include providing end user support services for SAS, R and SPSS statistical software through development of workshops and online documentation, phone support, and conducting one-to-one tutoring sessions by appointment. **Qualifications:** Completed classes and research projects using SAS, R, and SPSS statistical software to analyze data sets; Strong communication skills (oral and written); Excellent organizational skills; Excellent interpersonal skills; Ability to interpret client needs and provide appropriate instruction; Must be willing to work a flexible schedule that may include evening and weekend hours. **Technical Skills:** Excellent working knowledge of SAS, R, and SPSS statistical software programs used for research activities; Understanding of Windows and Mac operating systems. **Preferred:** Experience providing end-user support or training for SAS, R, and SPSS statistical software programs; Prior tutoring or teaching experience.

**Psychological Services Center:**
- There will be a number of assistantships available at the Psychological Services Center during the 2016-17 academic year. The position functions include clinical treatment and assessment responsibilities at the Psychological Services Center and some administrative duties and responsibilities. In addition, each assistantship includes a specific assignment, and with one or more community agencies involving participation in the clinical, programmatic, and administrative functions at those agencies. The clinical services performed by students include psychological
assessment, interviewing, psychotherapy and counseling services, consultation with staff, and vocational assessment and counseling. The assistantship experience is designed to gain clinical experience with children, adolescent, and adult populations through direct treatment and assessment and help augment students’ clinical experience in anticipation of internship year. Students participate in the Center’s weekly assessment and psychotherapy seminars, and make regular clinical presentations at case conferences. These seminars are held on Wednesdays from 9:30 a.m. to noon. In addition, the Center has a regular case conference series and an in-service seminar series. Supervision is provided by the Center Director.

- There will be one senior graduate assistantship available at the Psychological Services Center for the 2016-2017 academic year. The time commitment is approximately 22 hours per week. The successful candidate in this position will function as an Assistant to the Director of the Center. Specific functions include administrative projects, monitoring the Center’s video system, helping plan and coordinate the clinical service functions at the Center, clinical treatment and assessment responsibilities, and some in-service teaching responsibilities. In addition, the successful candidate will be expected to work closely with the Psychological Services Center staff and faculty. The candidate is also expected to participate in the Center’s weekly Assessment and Psychotherapy Seminars. The position is open to senior graduate students (fourth and fifth year); however, post-internship students will be given priority. The amount and range of psychological assessment and treatment experience will be a significant factor in the selection process. The candidate’s work will be supervised by the Director of the Center.

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, processing various forms, preparing reports and special correspondence, producing transcripts and degree audits, 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 databases and systems.

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. 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, working a minimum of four out of five days per week. 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.
**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. 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. During certain times of the academic year, the GA will work with the Associate Director of Admissions in maintaining the travel database.
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:**
Undergraduate Education is looking for two graduate assistants to 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: Lori Friel 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.

**Government and Community Relations:**
The Graduate Assistant provides support to the Office of Government and Community Relations, assisting with the University’s legislative agenda and advancement of strategic and campus-based initiatives. In this capacity, the GA is responsible for conducting research on a variety of topics, preparing documents for internal and external review, contributing to the University’s advocacy efforts, and performing other tasks as needed, including working on special projects, events and other activities. The GA must:

- Be highly proficient in all applications of Microsoft Office (Word, Excel, and PowerPoint).
- Utilize research methodologies to generate presentations and documents for a variety of audiences.
- Possess excellent written and oral communication skills.
- Feel comfortable organizing and participating in activities/meetings with internal and external stakeholders.
- Adapt quickly to different work situations and environments.
- Be able to work on multiple projects with competing priorities.

**Student Affairs**

**Community Standards:**
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). Please submit all cover letters and resumes through the following site [http://www.albany.edu/career/Handshake.shtml](http://www.albany.edu/career/Handshake.shtml).

**Middle Earth:**
The assistantship provides an excellent opportunity for students to develop leadership skills and explore interests in social marketing, health promotion, research, program planning and public health. The assistantship is designed to give students practical experience while under the supervision of a University at Albany CAPS Licensed Psychologist, who also holds an MSW and is an Addictive Behaviors Specialist. The Coordinator will work with external vendors to facilitate the creation and printing of campaign posters; order advertisements and promotional items; and coordinate the
dissemination of campaign materials and programming. The Coordinator will deliver training workshops and educational programs. The Coordinator will assist in the planning, promotion, and delivery additional alcohol and other drug awareness programs that will take place during the academic year. The Coordinator will also be trained in SPSS and will be involved in student survey data collection, entry, and analysis. The Coordinator will be involved in assisting with the implementation of next year’s campaign by helping select the following year’s campaign messages and poster design; and by proposing new directions for the campaign.

Expected Student Outcomes and Deliverables

- Gain valuable experience in health promotion, public health and program planning
- Become an expert in the social norms approach and serve as a leader and role model to others assisting with the campaign
- Network with UAlbany faculty, staff, and health professionals as a student staff member of CAPS
- Gain valuable expertise in understanding interactions and politics within and among systems
- Have an opportunity to contribute significantly to the growth and success of UAlbany’s ongoing Social Norms Campaign

**The Office of Student Involvement- Activities:**

- **Leadership Development:** The Office of Student Involvement is looking for a Graduate Assistantship to coordinate the Emerging Student Leaders Program, a leadership development program for freshmen and sophomores, assist in preparation for student leader recognition such as the SUNY Chancellor’s Award for Student Excellence and the UAlbany President’s Award for Leadership. The ideal assistant will plan collaborative programs & workshops with various academic and Student Affairs departments geared at providing student leadership development, assist with outreach and marketing efforts of the leadership programs and services and attend all office-sponsored events and assist with all departmental special events. All employees work as part of the Student Involvement team and periodically are expected to support other major functions of the Student Involvement mission as assigned.

- **Fraternity and Sorority Life:** The Office of Student Involvement is looking for a fraternity and Sorority Life Graduate Assistant for the planning, execution, and evaluation of fraternity/sorority programs, maintaining files and calendars. Additional responsibilities of this position include assisting in the development of policies and procedures that benefit the fraternity/sorority community; and interacting with members of the university to promote and enhance the experience for students in the Greek community and assisting with logistics of events scheduled through Fraternity and Sorority Affairs.

**The Office of Student Involvement– Student Organization Resource Center (SORC):**

The Student Organization Resource Center is looking to hire two Graduate Assistants to help coordinate the activities and outreach of the Student Organization Resource Center within the Office of Student Involvement. Responsibilities include (1) Communicate regularly with student group officers. (2) Arrange meetings with student groups to review and provide advisement concerning event plans and ensure proper adherence with all university policies. (3) Hold walk-in hours in the S.O.R.C. to address questions about MyInvolvement, reservations, registration, and other student group-related issues. (4) Maintain a schedule of student organizations’ on and off-campus events. (5) Attend assigned student organization events in order to provide ‘day of’ help as needed to student group members. (6) Assist with outreach and marketing efforts of student group events. (7) Plan collaborative programs & workshops with Student Association, Graduate Student Association, and Student Affairs staff as part of an enhanced student group training initiative. (8) Develop marketing strategies for how best to let student groups know.
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**The Office of Student Involvement - Programming:**

The Office of Student Involvement and Leadership is seeking two Campus Programming Board Graduate Assistants. The Office of Student Involvement is seeking highly energetic and organized Graduate Assistant to serve as a graduate advisor to the UAlbany Programming Board. Founded in 2012, the UAlbany Programming Board is an educational and recreational group involved with the organization and production of activities and events that are meant to enrich the campus experience of all University at Albany students. The UAlbany Programming Board encourages its members to take initiative in planning and orchestrating events that pique the interest of the general student body. The Graduate Assistant will aid in planning, marketing, and execution of events and will supervise the undergraduate Program Assistants.

The Graduate Assistant will report to the Associate Director for Programming for Student Involvement and will work as part of the Student Involvement team and is expected to support other major functions of the Student Involvement 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 Office. Strong writing and verbal communication skills are required.