ASSISTANTSHIP POSITIONS
IN ADMINISTRATIVE UNITS
2017 – 2018

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 8:30am-4:30pm 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, formatting and reporting out of data. Learning and adherence to University information security and confidentiality policies is a requirement. Willingness to learn functionality of programs as Excel, Access, SPSS, or Tableau is required and experience with these reporting tools will be considered as a plus factor. The work obligation is 20 hours per week. Candidates should expect a software exercise as part of the interview process.

**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, spreadsheet, 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 the Spring 2018 semester. The 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 Qualifications:** Experience providing end-user support or training for SAS, R, and SPSS statistical software programs; Prior tutoring or teaching experience.

**University at Albany Libraries:**
**Anna Radkowski-Lee Graduate Assistantship for Academic Year 2017-2018**
The Anna Radkowski-Lee Graduate Assistantship was created in memory of the long-time Personnel Officer for the University at Albany Libraries.

University at Albany Libraries – Alice Hastings Murphy Preservation Department

Would you like to gain practical experience managing preservation of and access to digitized monographs to enhance your resume while getting a stipend and tuition benefits? The Alice Hastings Murphy Preservation Department is seeking an innovative, detail-oriented, creative graduate student to assist with reconciling a collection of over 600 digitized volumes from the University Library to make them available for scholars and researchers. As preservation of digital collections continues to evolve, opportunities are emerging for libraries to serve in new roles. The candidate chosen for this position will gain knowledge and skills in project management, web design, systems administration and database administration, as well as copyright.

**Primary Responsibilities**

- Reconcile Access database of digitized brittle books in the Preservation Department against Aleph catalog records; correct discrepancies in collaboration with the Cataloging Services Department
- Organize pdf files using Adobe Acrobat X Pro all titles still protected by U.S. Copyright; create web interface to and digital copies of these reformatted works to connect to the Libraries’ OPAC
- Work with Library Systems to store items in OneDrive; password protect the files
- Create procedures for ongoing processing and maintenance of digital files; recommend best practices for long-term preservation of master files

**Hours/Compensation:** 15-20 hours/week (600 hours total). Stipend of $9,385 for the 2017-2018 academic year and a tuition waiver for 9 credits per semester.

**Requirements**

- Must be enrolled in the College of Engineering and Applied Sciences for a minimum of 9 graduate credits during each semester of work
- Must have completed six hours of course credit
- Excellent communication and organizational skills with the ability to manage multiple tasks
- Detail oriented
- Experience with Microsoft Office Suite

**Preferred Requirements**

- Experience working with Access and Adobe Acrobat X Pro
- Successful completion of, or enrollment in, IST 653, Digital Libraries

**Supervisor:** Karen E. Kiorpes, Head, Alice Hastings Murphy Preservation Department, Science Library, Room SL 310, University at Albany Libraries, 1400 Washington Ave., Albany NY 12222

**TO APPLY:** Email your cover letter, addressing the specific position requirements, and resumé along with the names and contact information (phone number, e-mail address, street address) for three professional references to kkiorpse@albany.edu.

**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.

**Office of the 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: Steve Agars
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.

**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:**
AOD Prevention
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 Alcohol and Other Drug Prevention Graduate Assistantship position involves
assisting in the responsibility for and supervision of alcohol and other drug prevention programs on
campus, and in particular, the UAlbany Social Norms Campaign. The position involves training and co-
supervising members of the nationally recognized Middle Earth Peer Assistance Program. The Assistant
helps to oversee the administration and implementation of daily program operations, such as scheduling of workshops, theme weeks, informational events, as well as serving as a liaison with the campus community.

The Assistant 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 Assistant will deliver training workshops and educational programs. The Assistant will help in the planning, promotion, and delivery of additional alcohol and other drug awareness programs that will take place during the academic year. The Assistant will also be trained in SPSS and will be involved in student survey data collection, entry, and analysis. The Assistant 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

Middle Earth: Senior Graduate Assistantship Opening

The Middle Earth Peer Assistance Program of Counseling and Psychological Services is currently recruiting graduate students in the Departments of Clinical, Counseling, and School Psychology and School of Social Welfare for one Senior Graduate Assistant position.

The incumbent will assist in the daily operation of the Middle Earth program, which includes supervision and backup of the Middle Earth hotline service staffed by University at Albany undergraduate students enrolled in a series of academic credit-bearing courses. The position will also include teaching and administrative responsibilities and provision of administrative support to the Middle Earth Peer Wellness Ambassador and Peer Wellness Coaching services as needed.

This graduate assistantship position carries tuition coverage (9 credits for the Fall semester and 9 credits for the Spring semester). Preference will be given to students with advanced standing within their graduate programs.

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. (9) Maintain S.O.R.C social media accounts. (10) Maintain routine acknowledgement system to recognize student group achievements. (11) Attend student involvement and Fraternity & Sorority affairs-sponsored events and assist as assigned.

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.