ASSISTANTSHIP POSITIONS
IN ADMINISTRATIVE UNITS
2018 – 2019

Academic Affairs

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.

Office of Graduate Education

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, Technoluations (SLATE) 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.

**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.

**Institutional Research, Planning and Effectiveness:**
The Institutional Research, Planning and Effectiveness (IRPE) GA supports the office in gathering, analyzing, formatting and reporting of data. This GA position will provide an opportunity for the incumbent to be exposed to analyzing federal and state databases, as well as learning about regional accreditation. Willingness to learn functionality of programs as Excel, SPSS, and/or Tableau is required and experience with these reporting tools will be considered a plus factor. The work obligation is 20 hours per week. Learning and adherence to University information security and confidentiality policies is a requirement. Candidates should expect an Excel software exercise as part of the interview process.

**International Education:**

- **Graduate Assistant for International Admissions & Recruitment (IAR):** 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 in processing of admissions applications to the University. 2. Communicating with students, counselors, and others by both phone and email. 3. Assisting in updating publications and promotional materials.

- **The IELP Graduate Assistant:** is expected to work 20 hours per week and complete a range of clerical tasks for the department. Prime among the graduate assistant functions is the processing of applications and admissions packets. The graduate assistant is also responsible for sending acceptance packages by DHL and UPS Express. In conjunction with the admissions process, the graduate assistant maintains records in a Microsoft Office database. Communication is a central part of the graduate assistant’s job which includes replying to email inquiries with standard responses and emailing to request specific information from the IELP applicants. Along with email, the graduate assistant answers the phone, responding to basic questions and directing calls to members of the IELP staff. The graduate assistant fields rudimentary questions from IELP students and deals with typical requests as well as helping IELP students fill out forms to obtain documents from the IELP administration. During Orientation, the graduate assistant manages check-in and collects documents as needed. The graduate assistant also assists with other IELP events as needed. The graduate assistant may also be asked to score tests and input information regarding placement. Prior to the start of classes, the graduate assistant completes PeopleSoft tasks, including enrollment of students.
into classes. Throughout the session, the graduate assistant creates and maintains student transcripts, making sure that instructors are able to input grades. Lastly, the graduate assistant is available to complete other administrative tasks as necessary. Such tasks may include conducting research into the practices and policies of other IEPs. The graduate assistant gathers information at the administrators’ request and synthesizes information into various reports.

- **Education Abroad GA for Records & Registration:** 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 include:

  For outgoing students: Collect and log all preliminary course approval forms or non-matriculated student/transcript request forms. Advise students on how classes and grades will “transfer” to their home institution. Maintain the Registration Log so that it remains organized, accurate, and up-to-date for UAlbany students on any SUNY program and any students on UAlbany programs abroad. If a student cannot be registered due to a hold or previous registration, contact the student to inform them so that they can be registered.

  For students currently abroad: Collect and log in all overseas report forms, which indicate the courses and credit loads for students abroad.

  For students returning from abroad: Receive all transcripts from students’ programs abroad and create study abroad transcript supplements. Along with transcript supplements, the GA also creates: for UA students, a course equivalency form, for other-SUNY students a memo indicating that their balance has been paid and they don’t have a hold, for non-SUNY students, a Registrar memo indicating student balance and including their transcript request form. Check balances for all non-Albany students to be sure that they have paid in full before their grades have been released.

  Other duties: Assist in answering questions about study abroad grades / equivalencies / credits / transcripts, etc. or general study abroad questions. Back-up front desk coverage. Assist in education abroad recruitment efforts. Assist with projects as needed.

- **The International Student and Scholar Services Office** is seeking applicants for a graduate student assistant position, to start as soon as possible, for the 2018-2019 academic year. The work obligation is 20 hours per week during the appointed period. Work during vacation periods will be discussed with a supervisor. A work schedule will be agreed upon no later than the end of the first week of class each semester. Availability during summers to continue work as a student assistant is preferred. Responsibilities for this position are listed below. Specific responsibility for this Graduate Assistant include: coordinating four-six off-campus trips for ISSS over the academic year, including skiing and a day trip to Boston; designing the ISSS weekly newsletter; assisting ISSS staff with document processing, Orientation programming, and other programs within the office. To apply, please complete this Google Form [https://goo.gl/forms/kVY3hN90FivzSiJx2](https://goo.gl/forms/kVY3hN90FivzSiJx2) and email your resume and cover letter to **ISSS@albany.edu**. Please include your full name and UAlbany ID number in the email, and format your subject line “GA Application Materials LAST NAME, First.”

  Benefits:$12,000 stipend for the academic year or $15.00/hour. No tuition waiver or other benefits available.

  Responsibilities for this position include:

  1. The graduate assistant will possess a genuine interest in the value of international education and the ability to welcome and assist international students from more than 90 nations, without bias. The GA must demonstrate an understanding, patient and open-minded approach to human relationships in a cross-cultural setting. The GA will must have the ability to successfully communicate with a large number of students from a broad range of language backgrounds and abilities and provide empathetic understanding and service.

  2. The GA will assist with document processing requests. This includes maintaining the ISSS log of documents by tracking requests received and the completion of the requests. The GA
will be responsible for checking enrollment status and history on PeopleSoft and Sunapsis (ISSS’ case management software); preparing materials and providing materials to the appropriate staff member; and assist with preparing routine status letters to be signed by the International Student Coordinator.

3. The GA will be primarily responsible for the planning of programs, events and trips assigned to him/her, and will assist professional staff with other programming as needed. This may include coordinating 3 off-campus outings per semester (New York City, Boston, apple picking, etc...); assisting with the Thanksgiving dinner; assisting with International Education Week; coordinating the International Friendship Program; assisting with the CIEGS Graduation Celebration; assisting with the recruitment and training of Graduation Flag Bearers; serving as a graduate student advisor to internationally focused student groups; responsible for preparing and sending a weekly Newsletter including ISSS events and announcements, UAlbany events and other local events.

4. The GA will assist with the Orientation Programs for new students that are held in August for the fall semester and January for the spring semester, including the planning and implementation of Orientation Program activities and events.

5. The GA will assist with the reception of students, including telephone and email inquiries. The GA must provide front desk service as needed, handle administrative tasks, multi-task and meet deadlines in a busy office. The GA must be prepared to become familiar with answering frequently asked questions about basic office procedures.

Desired Qualities of the Graduate Assistant: Excellent customer service skills and attention to detail - Knowledge of office computer applications (Word, Excel, Powerpoint, Outlook, Facebook) - Positive attitude, flexibility, and a team player - Strong time management skills and available to the office on a consistent schedule at least 20 hours per week - Ability to plan, coordinate, and implement programming and events (demonstrable experience preferred) - Ability to supervise and/or mentor students (demonstrable experience preferred) - Genuine interest in working with a diverse population (demonstrable experience preferred) - Familiarity with campus and local resources, or a willingness to become familiar - Good judgment and sensitivity, especially regarding student confidentiality

- 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.
ITS Client Support Services:

- The Educational Technology Center seeks a graduate assistant to provide technical support to the faculty. Duties include assisting with administration and providing end user support for LMS services, including Blackboard, Ensemble Video, iClicker, VoiceThread, and other related tools and platforms through workshops, individual consultation, documentation, online, and telephone support. The Educational Technology Center is a department of Information Technology Services and is located in Lecture Center 27 on the Uptown Campus.

Qualifications: Strong communication skills (oral and written), organizational skills, and interpersonal skills; Ability to interpret client needs and produce instructional content to assist the faculty in using educational technology; Ability to learn operational procedures and software programs and adapt to changes; Must show initiative, be professional, diplomatic, reliable, and proactive at solving problems and in fulfilling job responsibilities.

Technical Skills: Understanding of Windows and Mac OS, directory structures and file management, knowledge of file formats; Good working knowledge of software programs for word processing, spreadsheet, presentations, graphics, web page, and multimedia; Ability to use Office 365 features, including OneDrive and Skype for Business; Preferred: Experience supporting learning management systems, software instruction/training, and/or working at a technical support helpdesk. Knowledge of web development, HTML, CSS, usability and accessibility standards; Competency with database software (Excel/Access) and knowledge of data science/analytics.

- The ITS Help Desk has a graduate assistantship for providing end user support services for SAS, R, and SPSS statistical software through development of workshops and online documentation, and conducting one-to-one tutoring sessions by appointment. The position is for the academic year and will be advertised when seeking candidates.

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:
TBD
**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.

**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 Center for Leadership and Service seeks a Graduate Assistant for the 2018-19 academic year from the Education and Policy Leadership Program (EPL). The Graduate Assistant will help with office coverage and activities; coordination of the various non-credit leadership certificate programs and the Center’s speaker series, and work collaboratively with all staff within the Center for Leadership and Service and Student Affairs. The position requires an experienced student leader who is both motivated and innovative, able to leverage partnerships with other offices and agencies to enhance collaboration, and committed to excellence and student success.