GRADUATE ASSISTANTSHIP
OFFICE OF ACADEMIC PLANNING AND ADVISING
For students admitted to the Ella Cline Shear School of Education

The School of Education at the State University of New York at Geneseo offers Graduate Assistantships to highly qualified, motivated students who are enrolled in one of Geneseo's Master's degree programs, including one assistantship in the office of Academic Planning and Advising. The details of the Academic Planning and Advising assistantship are:

1. Applicants should be eligible for admission to one of the Master's level Education programs at Geneseo. The SUNY Geneseo website should be consulted for admission requirements.
2. Assistantships require full-time study at the Master's degree level. The awards are normally for one academic year beginning in the fall semester. The recipient usually receives (a) a waiver of tuition for the academic year and (b) a stipend of approximately $8,415. Students eligible for tuition assistance awards (TAP) will be issued a tuition waiver in the amount of tuition costs, less any tuition assistance award.
3. The assistantship will require the student to work approximately twenty hours per week. Work assignments in the office of the Dean of Academic Planning and Advising include assisting the graduate studies secretary, preparing advising folders for new students, and providing academic advising support and answering basic questions about undergraduate academic planning.
4. Applications should be completed by March 1 (Please inquire before submitting a late application)
5. Decisions will be made by May 1

Submit your application and direct inquiries to:

Ms. Kelly Hoag
Academic Planning and Advising
SUNY Geneseo
1 College Circle
Erwin Hall 106
Geneseo, NY 14454
Phone: (585) 245-5541

To apply, submit a letter of interest and resume. Your letter of interest should connect your academic interests in education with what you hope to gain from an Assistantship. Share your work experiences in an office environment and your skills using office software and programs.

Your resume should highlight your educational and work history. Please include current contact information, including mailing address, email, phone number, and at least one professional/academic reference with contact information.