Staff Participation

Dear Pace Colleagues:

Commencement is one of the most joyful times for the Pace Community. It is the payoff for all our hard work. Students, friends, and families celebrate students' achievements, which many of you have fostered. These special occasions give us one more opportunity to connect with students and their families and leave a positive, lasting impression.

Commencement cannot be achieved without your help. You are critical to our success. This letter is to cordially invite you to join the team of staff members who assist at the Westchester Undergraduate, New York Undergraduate, and Graduate-Level Commencement Ceremonies.

If you are willing (and I hope you are!), please complete the Commencement Staff Assistance Form [1]. You will be prompted to log in by using your Portal username and password. Please complete the form and submit it by **April 8, 2011**. Department heads must give permission for each staff member to assist, so we will send an e-mail confirmation for approval. Once you are approved, we will assign a job responsibility and conduct meetings with group leaders to review specific tasks.

We will also have Commencement Recruitment Committee members tabling on the Westchester and New York City campuses to enlist staff to sign up to assist at Commencement.

Tabling for Westchester will be in the Kessel Student Center:
March 14-16, 11 a.m.-1 p.m.
April 4-6, 11 a.m.-1 p.m.

Tabling for New York City will be in the main entrance of One Pace Plaza:
March 14-16, 11:30 a.m.-12:30 p.m.
April 4-6, 11:30 a.m.-12:30 p.m.

To show our appreciation for assisting with Commencement, each staff member will receive a thank you gift after the ceremonies, and those who work during both ceremonies in New York City can arrange to have a substitute day off.

If you have any questions, please call University Special Events at Ext. 22667 in Westchester or Ext. 11360 in New York City. Information about work assignments will be sent during the first or second week in May.

Here are the details regarding the Commencement Ceremonies:

Westchester Undergraduate Commencement
Friday, May 20, 2011, 11:00 a.m.
Ann and Alfred Goldstein Health, Fitness, and Recreation Center
Approximate work hours are 9 a.m.-2:00 p.m.; however, some hours may vary.

New York City Commencement Ceremonies
Sunday, May 22, 2011
Avery Fisher Hall, Lincoln Center
Undergraduate Commencement: 10:30 a.m.
Graduate-Level Commencement: 4:00 pm.

Transportation will be provided from the Westchester Campus to Avery Fisher Hall and will return after the Graduate Ceremony. Approximate work hours are 8:30 a.m.-1:30 p.m. for the Undergraduate Ceremony and 2:00 p.m.-7:00 p.m. for the Graduate-Level Ceremony; however, some hours may vary.

For staff who assist for both New York City Ceremonies, a full day of leave will be granted for any day between Monday, May 23, 2011 and Friday, May 27, 2011--provided your supervisor approves the leave day. If you have questions for Human Resources about this leave, please contact Rosemary Mulry at (914) 923-2645 or rmulry@pace.edu [2] or Jim Marshall at (914) 923-2765 or jmarshall@pace.edu [3].

Information regarding the work assignments for each ceremony will be sent during the first or second week in May. I look forward to your help at these very important ceremonies for our graduates and the Pace Community.

Sincerely,

Harriet R. Feldman, PhD, RN, FAAN
Interim Provost and Executive Vice President for Academic Affairs

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Source URL: http://www.pace.edu/commencement/staff-participation

Links:
[1] http://appsrv.pace.edu/specialevents/staff/staff.cfm
[2] mailto:rmulry@pace.edu
[3] mailto:jmarshall@pace.edu