

Staff Assistance

Dear Pace Colleagues:

No doubt one of the most joyful times for the Pace University community is Commencement. Students, friends, and family celebrate students' achievements which many of you have fostered. To be a part of Commencement is a unique experience for you and for students. Students are happy to see you at these special occasions!

Commencement provides us one more opportunity to connect with students and their families and to leave a positive lasting impression upon them. Additionally, Commencement cannot be achieved without your help. Therefore, please volunteer to help at the Westchester Undergraduate, New York Undergraduate and Graduate Level Commencement ceremonies.

To assist at one or more of the ceremonies, please complete the [Commencement Staff Assistance Form](#) [1]. *(Note – you will be prompted to log in by using your portal username and password to access this form.)* Department heads must give permission for each staff member to assist at Commencement. An e-mail confirmation will be sent to the department heads for their approval. Once you have been assigned a job responsibility, we will conduct meetings with group leaders to review specific tasks.

Here are some ways we thank you for your service:

- ½ day flextime for those the work that work both NYC Ceremonies
 - Breakfast and/or lunch will be provided depending on which ceremony you assist.
- \$10 gift card for Barnes & Noble's for every ceremony you work
 - Entry into a \$100 raffle (5 drawn per ceremony) for every ceremony you work; and
- Thank you Brunch with Provost.

Please see the compensation information on this [link](#) [2].

NEW YORK:

The **New York Campus Commencement** ceremonies will be held Wednesday, May 15, 2013 at Radio City Music Hall. The Undergraduate Commencement begins at 10:30 a.m. and the Graduate Level Commencement begins at 4:00 pm.

The approximate work hours at Radio City Music Hall will be from 8:30 a.m. to 1:30 p.m. for the Undergraduate Ceremony and 2:00 p.m. to 7:00 p.m. for the Graduate Level ceremony; however, some staff hours may vary.

For staff who volunteer for both undergraduate and graduate NYC ceremonies on Wednesday, May 15th, 2013, a half- day of flex leave will be granted during the week of May 20th, -the 24th The flex leave must be taken on during this week only and with prior approval from your supervisor.

Information regarding the work assignments for each ceremony will be sent during the first or second week in May.

WESTCHESTER:

The **Westchester Undergraduate Commencement** will be held on Friday, May 17, 2013 at 11:00 a.m. in the Ann and Alfred Goldstein Health, Fitness, and Recreation Center on the Westchester campus in Pleasantville.

The approximate work hours will be from 9:00 a.m. to 2:00 p.m. for the majority of the staff; however, some staff hours may vary.

Information regarding the work assignments for commencement will be sent during the first or second week in May.

Thank you and I look forward to your assistance at these very important ceremonies for our graduates and the Pace community.

Best regards,

Mark Allen Poisel

Associate Provost for Student Success

Source URL: <http://www.pace.edu/commencement/staff-assistance-0>

Links:

[1] <https://appsrv.pace.edu/SpecialEvents/Commencement/staff/login/logout.cfm>

[2] <http://www.pace.edu/commencement/compensation-assisting-commencement-2013>