

## FLEISHMAN CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

Develops employment opportunities on campus  
Administers hireBING by Handshake  
Promotes on-campus positions  
Conducts online and in-person workshops for students and staff  
Manages and collaborates on student employment events  
Creates reports on student employment  
Provides answers to student employment FAQ  
Assists students in applying to positions

### CONTACT

hirebing@binghamton.edu  
607-777-2400  
UU-133

## HUMAN RESOURCES

Processes new hire paperwork (I-9 form, tax forms, direct deposit)  
Administers payroll  
Ensures departmental participation in recruiting via hireBING by Handshake  
Trains departments on HR hiring transactions and student time and attendance

### CONTACT

jelarson@binghamton.edu  
607-777-3624  
Couper Administration Building, 2nd Floor

## HIRING DEPARTMENT

Develops job descriptions and administers performance evaluations  
Posts positions in hireBING by Handshake  
Interviews and selects student employees  
Attends training offered for hiring departments  
Hosts specific departmental training for student staff

### CONTACT

Hiring Department

## FINANCIAL AID

Determines federal work-study eligibility  
Administers federal work-study awards  
Sends list of awardees to hiring departments on campus

### CONTACT

fawork@binghamton.edu  
607-777-2428  
Admissions Center



**BINGHAMTON**  
UNIVERSITY

**STUDENT  
EMPLOYMENT**

**ROLES AND  
RESPONSIBILITIES**