

Position Title: [Job Title]

Salary Level: [Ex. SL 2, SL3]

Salary Range: [Salary/Salary Range]

Department/Division: [Department/Division]

Binghamton University

About

Thank you for considering Binghamton University in your search.

About Binghamton University:

Binghamton University is a premier public R1 research institution in the State University of New York (SUNY) system that unites more than 130 broadly interdisciplinary educational programs with some of the most vibrant research in the nation. Our unique character - shaped by our mission, outstanding academics, facilities, and community life - promotes extraordinary student success, research, and service; Binghamton University is where our students, faculty and staff thrive. Working at Binghamton University is more than about having a great job - it is about having the opportunity to flourish in an exciting, engaging environment. Our faculty and staff appreciate Binghamton's collegial and inclusive culture and its commitment to excellence, education, innovation, and civic engagement. Our diverse campus community contributes to our success.

Binghamton merges rigorous academics, distinguished faculty who value cutting-edge, and community-engaged research, teaching and service, exceptional staff, and ultramodern facilities to engage and challenge its 18,000+ students. Our high-achieving student body represents diverse experiences from first-generation college-goers to international students. Beyond their talent, these classmates share a desire to shape the future through technology, insight, intellectual exploration, and community service.

Position Summary

Binghamton University is seeking a [position title] to join the [department/division]. This [full-time/part-time, permanent/temporary] position will be responsible for [general description of the role, including primary functions such as administration, recruitment, program management, etc.].

Key Responsibilities

- [Clearly list essential job duties and responsibilities in measurable terms.]
- [Include responsibilities related to administration, leadership, data management, communication, or program oversight.]
- [Ensure all responsibilities are specific and aligned with institutional goals.]

Visa Sponsorship Statement:

“Visa sponsorship is not available for this position. If you currently need sponsorship or will need it in the future to maintain employment authorization, you do not meet eligibility requirements. Additionally, please note that Binghamton University is not an E-Verify employer.”

(Include this statement in the job description ONLY when visa sponsorship is not an option for the role.)

Minimum Qualifications (Required)

Candidates must meet the following minimum qualifications at the time of application. Please note: a minimum of three required qualifications must be listed.

1. [Required Qualification 1 – e.g., Master’s degree in a relevant field]
2. [Required Qualification 2 – e.g., Minimum years of experience in a related field]
3. [Required Qualification 3 – e.g., Experience with specific systems, tools, or regulations]

All required qualifications must be **job-related, objective, and measurable**.

Preferred Qualifications (Recommended)

The following qualifications are preferred but not required:

- [Preferred Qualification 1 – e.g., Experience with specific databases or software]
- [Preferred Qualification 2 – e.g., Working knowledge of funding processes, regulations, or reporting]
- [Preferred Qualification 3 – e.g., Background in recruitment, admissions, or financial administration]

(Preferred qualifications must be **clearly job-related and measurable** to ensure fairness and transparency in the hiring process.)

Additional Information

Binghamton University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, please contact the ADA Coordinator by completing the following [Request Form](#).

The State University of New York is an Equal Opportunity/Affirmative Action Employer. It is the policy of Binghamton University to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender identity or expression, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

As required by title IX and its implementing regulations, Binghamton University does not discriminate on the basis of sex in the educational programs and activities which it operates. This requirement extends to employment and admission. Inquiries about sex discrimination may be directed to the University Title IX Coordinator or directly to the Office of Civil Rights (OCR). Contact information for the Title IX Coordinator and OCR, as well as the University's complete Non-Discrimination Notice may be found [here](#).

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Effective October 15, 2025, the University will fully implement Management Procedure 633 – Pre-Employment Background Checks. This policy applies to all new faculty and staff hires who will be placed on the University's faculty/staff payroll.

Candidates selected for employment will receive a conditional offer of employment, contingent upon the successful completion of a background check. Hiring managers are responsible for ensuring that the required HR-provided language is included in all offer letters. Employees may not begin work until the process is complete and HR has provided final clearance.

The background check process is managed by a third-party vendor and is designed to be fast and efficient, minimizing any impact on the hiring timeline. The presence of a conviction does not automatically disqualify an individual from employment. Each situation is reviewed in context, considering factors such as the nature, number, and date(s) of the conviction(s), and their relevance to the duties and responsibilities of the position.

This policy does not apply to current University employees. However, employees who have a break in service of more than six months and are subsequently re-employed will be subject to the same procedure.

For more information, please review the full policy here:

<https://www.binghamton.edu/operations/policies/policy-633.html>.

Binghamton University is a tobacco-free campus effective August 1, 2017.

Application Process

To apply, submit the following materials via **[Interview Exchange application portal/link]**:

- Resume/Curriculum Vitae
- Cover letter
- Contact information for **[number]** professional references

Applications will be reviewed beginning **[date]**, and the position will remain open until filled.

For more information, please review the full policy here:

For more information, visit **[institutional website link]**.