

**Binghamton University – Auxiliary Services, Transportation and Parking Services (TAPS)
Graduate Assistantship – Business operations and analytics**

The departments of Auxiliary Services, Transportation and Parking operate extensive and essential services for the campus. Ranging from food service, the campus bookstore, banking, vending, residence hall laundry and micro-fridge rentals and the campus farm, to parking, OCCT transportation, the bike share program, carpooling, Safe Ride, Zip Car, and more, there are many touchpoints with the Binghamton student experience. We strive to deliver all these services with high standards, responsive service to all our customers, and constant engagement, feedback and analysis to foster a pattern of continuous improvement.

Responsibilities – Some examples of activities and projects the Graduate Assistant would assist with:

- Analysis and presentation of data from various systems, including parking management, transportation ridership data, bike share statistics, and others.
- Work with Auxiliary Services staff to collect and analyze data on key performance indicators and help develop a regular reporting system.
- Analysis and reporting of financial data, refining dashboards and other decision support tools for decision-makers in the division of student affairs.
- Prepare daily credit card deposits for Parking Services and update records to be used in monthly reconciliation.

Qualifications:

- Preference will be given to candidates with a bachelor's degree in business, accounting, or a related field.
- Must be accepted into a Binghamton University graduate program for the 2019-2020 academic year.
- Ability to collaborate and communicate with other offices on campus.
- Computer proficiency with Excel, and preferably also Access.
- Strong communication, organizational, administrative and decision-making skills.
- Ability to prioritize and handle multiple projects.

Stipend:

This assistantship includes a base stipend for the academic year of \$10,000, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected.

To Apply:

Interested candidates should submit the general application on the Student Affairs website. For questions related to this position, please call Ashley Krizanek, Business Analyst, Transportation and Parking Services and Auxiliaries, at (607) 777-2895.