

## **Binghamton University - Center for Civic Engagement Graduate Assistantship - Community Engagement Assistant (2 positions)**

The Graduate Assistant will join a team of professional staff and students to support and further the mission of the Center for Civic Engagement. The Center for Civic Engagement (CCE) cultivates partnerships that strengthen communities and develop active and engaged citizens.

### **Description of Duties:**

The GA will coordinate and support various signature programs and events based on GA qualifications/interests and office needs. Possible areas of responsibility include, but are not limited to, voter engagement, Passion to Action change-making workshops/events, impactBING CORE volunteer program, Community Opportunities Fair, days of service, and more. The GA will have a high level of responsibility for executing events/programs, including planning, marketing/outreach, recruitment, and communication with campus and community partners, data collection, reporting and more.

The GA will also provide general support to CCE programs and operations based on office needs and/or student interests. All CCE staff contribute to assisting students interested in service opportunities, assisting with walk-in traffic, giving presentations, tabling to promote CCE, and supporting CCE events and programs. Graduate Assistants attend staff meetings, interact with community professionals, meet with student groups, assist with publicity, and maintain regular hours to serve as a resource for students and organizations.

The Graduate Assistant will report to the CCE Associate Director and provide assistance to professional staff.

### **Job Requirements:**

Flexibility, reliability, and strong time management skills are essential. Work will include daily, weekly, and longer term assignments that must be accomplished on deadline. The GA must be able to work within current priorities and able to adjust as new directions are introduced. The GA must also be able to communicate effectively and collaborate with people of varying positions within the campus and community. The GA may expect a wide variety of experiences within a professional setting, opportunities to propose and implement new ideas, a reasonable workload, good communication and frequent feedback about job performance.

The GA will spend approximately 20 hours per week at CCE. GAs must be available to work at minimum four days per week primarily during normal business hours.

### **Qualifications:**

Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year and hold a Bachelor's degree. The successful candidate should possess:

- Strong organizational and time management skills
- Strong oral and written communication skills
- Ability to work both independently and as part of a team
- Ability to be flexible, work with fast deadlines, take direction and work cooperatively with students and staff members
- Enthusiasm and passion for community service and/or civic engagement
- Experience with event planning, program management and/or volunteer recruitment/coordination
- Experience working with a diverse group of people within the community is a plus

**Stipend:**

This assistantship includes a salary 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:**

Persons interested should submit the general application from the Student Affairs website. Questions related to this position should be directed to Alison Twang, Associate Director, at [cce@binghamton.edu](mailto:cce@binghamton.edu).