Center for Civic Engagement  
Binghamton University  
Graduate Assistantship - Community Engagement Assistant

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) works with communities within and beyond Binghamton University's campus to provide various rewarding and meaningful opportunities to students, faculty, staff, and community members. The CCE supports the attainment of academic, personal, and professional growth through civic engagement to develop informed, active and engaged citizens.

Description of Duties:
The GA will coordinate student outreach and provide support for major events and programs based on office needs and student skills and interests. Possible assignments include: Community Opportunities Fair, Bridging the Digital Divide Project, Passion to Action workshop series, voter engagement, Community Health Engagement Opportunities, and days of service.

This GA will also provide general support to CCE programs and operations based on office needs and/or student interests. Additional responsibilities may include: assisting students interested in service opportunities, coordinating and planning events, communicating with partners, conducting outreach, giving presentations, data collection and analysis, and supporting general 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 community organizations. He/She 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 2018-2019 academic year and hold a Bachelor’s degree. The successful candidate should possess:

Computer Skills
- Mastery with Microsoft Office Products
- Experience with producing items for electronic and print communication
- And/or understand the format and functioning of the existing structures and be willing to utilize campus training resources offered

Other Skills

- Strong organizational skills
- Superior interpersonal and communication skills, spoken and written
- Ability to work/lead in team environment, be flexible, work with fast deadlines, take direction and work cooperatively with students and staff members.

Experiences—preferred but not required

- Participation in classes with significant service components
- Voluntary service in community
- Active involvement with college/university groups and service activities with a health focus

Stipend:
This assistantship includes a salary stipend for the academic year of $9,800, 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.