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 Voter Engagement Coordinator GA will manage day-to-day activities to ensure the continued success of the CCE’s voter engagement initiative. The CCE leads Binghamton’s successful efforts to establish institutionalized voter engagement infrastructure, and works collaboratively with campus and community partners to implement voter registration, education and engagement activities. The GA will provide day-to-day oversight of voter registration activities, co-supervise a team of undergraduate Vote Everywhere Ambassadors, plan events, maintain accurate records and reports, make presentations, train CCE staff and campus partners, collaborate with student organizations, and more.

In addition, 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.

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
- Knowledge of and experience with voter engagement, preferably with a college population in New York, is strongly preferred

**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:**
To apply, submit a resume, cover letter and contact information for three professional references to cce@binghamton.edu. Applications will be accepted on a rolling basis until the position is filled. Questions related to this position should be directed to Alison Handy Twang, Associate Director, at cce@binghamton.edu.