

**Center for Civic Engagement/Windsor Central School District
Binghamton University
Graduate Assistantship – Campus Partnerships Coordinator**

The Center for Civic Engagement, in support of the university-wide Promise Zone Community Schools initiative, works with a number of local school districts to develop meaningful volunteer opportunities and coordinate student volunteers. Volunteer opportunities include, but are not limited to, elementary class-based tutoring, middle and high school after school tutoring, lunchroom engagement, parent/family engagement and event-based volunteerism.

Description of Duties:

The GA coordinates programs and support activities for youth at the Windsor Central School District. This GA will act as a liaison with the CCE, Windsor Central Schools, and other campus and community partners as it relates to youth engagement at Windsor.

The GA will be responsible for acting as the liaison between various campus-sponsored programs and the Windsor School District. This will include communicating with Youth Programs Coordinator (in the CCE) for volunteer needs, collaborating with campus partners while working to develop further connections for the campus and school. The GA will coordinate transportation for student volunteers, work collaboratively with other GAs on the Community Schools team, and may be responsible for writing articles and conducting outreach for current programming. In this role there will also be administrative help required for the district office as it relates to partnerships on and off campus.

As an innovative office and school district, new initiatives are launched each semester - many conceived of and developed by the GAs. This GA will be responsible for meeting with community and campus partners to assess programming needs and opportunities in Windsor. All members of the CCE team participate in brainstorming, planning and support for each new activity or event.

The Graduate Assistant will co-report to the CCE Assistant Director and the Windsor Assistant Superintendent for Instruction. 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.

Job Requirements:

Flexibility, reliability, and strong time management skills are essential. Work will include daily, weekly, and longer term assignments that must be accomplished by set deadlines. The GA must be able to work within current priorities and able to adjust as new directions are introduced. The GA may expect a wide variety of experiences within a professional office setting, opportunities to propose and implement new ideas, a reasonable workload, good communication and frequent feedback about job performance. The GA must be able to spend approximately 10 hours a week at the Windsor Central School District and the other 10 hours at the CCE. This position requires the GA to have reliable personal transportation. 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

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 on the [Student Affairs website](#). Questions related to this position should be sent to Alison Twang, Associate Director, at cce@binghamton.edu.