

**Center for Civic Engagement
Binghamton University
Graduate Assistantship – Youth Programs 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 Youth Programs Coordinator serves on a team of dedicated staff, including professional staff, an AmeriCorps VISTA member, and other graduate assistants to connect student volunteers to local school districts to meet high-priority needs. This position is primarily responsible for recruitment and marketing for the Community Schools initiative and leads the interview and placement process for volunteers. The GA will also meet with students groups and other campus entities interested in working with local schools, and may assist with program development in collaboration with school and community partners. The GA works closely with the Promise Zone Volunteer Coordinator GAs to understand priority needs, schedule interviews and successfully place students.

The Graduate Assistant will report to the CCE Assistant Director and provide assistance to professional staff. 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 the deadlines. GAs must be able to work within current priorities and able to adjust as new directions are introduced. GAs 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.

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 directed to Alison Twang, Associate Director, at cce@binghamton.edu.