

**Binghamton University - Center for Civic Engagement**  
**Graduate Assistantship - Youth Initiative Volunteer Coordinator (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.

The Center for Civic Engagement, in support of the university-wide 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, class-based tutoring, after school tutoring, lunchroom engagement, parent/family engagement and event-based volunteerism. Graduate Assistants will work closely with both the CCE and Community Schools (BUCS) in multiple local school districts.

**Description of Duties:**

The GA will work with Community Schools to understand needs that can be met through student volunteers or other University resources. The GA will develop programs and recruit, train and coordinate student volunteers placed in the schools. The Graduate Assistant will also manage requests from individuals on campus - including students, student groups, faculty, and staff - who are interested in volunteering in the host school district. The GA will then place individuals into volunteer positions based on program priorities and identified school needs. Graduate Assistants serve on a team of dedicated staff, including professional staff, an AmeriCorps VISTA member, and other graduate assistants.

The Graduate Assistant will report directly to the CCE Assistant Director with co-reporting to the BUCS Site Coordinator at the school site.

Additional responsibilities of the position include: monitoring progress of volunteers and their initiatives, assisting volunteers in problem solving, assessing outcomes of initiatives, evaluating effectiveness of programming, collecting data, and compiling final reports. 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 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 a school and professional setting. The GA may expect a wide variety of experiences within a professional school setting, opportunities to propose and implement new ideas, a reasonable workload, good communication, and frequent feedback about job performance.

The GA will spend some of their time at the CCE but will be required to also spend some time within their assigned school districts. 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 2019- 2020 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 \$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 on the Student Affairs website. Questions related to this position should be directed to Sara Hall, Assistant Director, at [cce@binghamton.edu](mailto:cce@binghamton.edu).