

**CCPA Career and Professional Services**  
**College of Community and Public Affairs, Binghamton University**  
**Graduate Assistantship: Career and Support Services Assistant**

**Department Overview**

CCPA Career and Professional Services (CCAPS) offers professional development and career counseling in keeping with the mission of the CCPA to provide a very high-quality, innovative, professional education for students. Staff helps students develop career and professional skills in line with values, interests, experiences, and education. Students receive valuable assistance including career exploration, job search advisement, presentations, and graduate school application preparation.

CCAPS also supports the College's commitment to connecting students with community agencies, organizations and businesses. This fosters an environment where students receive hands-on learning in desired fields and organizations benefit from the abilities of talented students. CCAPS is unique in that it also provides overall student support through various activities and services.

**Duties**

***General Duties Career Development and Student Support***

- Assist students of all CCPA majors and levels in career development through individual career counseling and resume review during regular office hours
- Maintain existing relationships with community organizations and cultivate relationships with new organizations
- Schedule University Downtown Center writing tutors
- Develop and implement De-Stress activities in May and December in collaboration with University Downtown Center Library
- Explore options for increased linkages between the Vestal and Downtown campuses
- Keep accurate records and evaluate programs each semester

***Supervisory***

- Supervise four to five undergraduate student assistants
  - Maintain scheduling and office coverage
  - Delegate duties and monitor task progression
  - Support students' growth and promote professional development through once weekly workshops

***Office Support***

- Main Office activities such as, office supply inventory and storage space management
- Manage B-Engaged for the College

**Qualifications**

- Must be accepted into a Binghamton University graduate program for the 2019-2020 academic year
- Experience and/or interest in career development and/or student support
- Interest in and familiarity with CCPA majors, degrees and career tracks
- Strong planning, organization, interpersonal, communication and computer skills
- Strong ability to take initiative and work independently
- Ability to balance school and work and be attentive to multiple tasks
- Ability to work as a member of a team with professionals from across campus

## **Stipend**

- This assistantship includes a base stipend for the academic year of \$10,000, paid biweekly, and one half (1/2) tuition. 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 (20) of work per week with set hours at least three times per week is expected.

## **To Apply**

Submit:

- **Resume**
- **2-page personal statement that addresses:**
  - **career goals**
  - **interest/experience in career development, student support and CCPA majors, degrees and career tracks**
- **One (1) letter of reference from on-campus professional or one (1) academic reference**

Submit all materials through the Handshake platform.

In keeping with our commitment to build a culturally diverse community, Binghamton University invites applications from women, people with disabilities, and members of minority groups.