

Career Consulting, Event and Employer Outreach Graduate Assistant 2018-2019 Academic Year

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Career Consulting, Event and Employer Outreach Graduate Assistant for the 18-19 academic year. The Center offers career consulting, internship and job search assistance to all students at Binghamton University, regardless of academic year or major, and seeks a candidate who can help uphold the mission and goals of the department.

Position Description:

Following active participation in intensive training, the Career Consulting, Event and Employer Outreach GA will:

- Deliver one-on-one career development sessions on topics such as resume, cover letters, interviewing, internship and job search for undergraduate and graduate students through regularly scheduled hours
- Collaborate with staff and campus partners to develop and facilitate programs related to career planning and preparation for diverse groups of students by request from campus constituents in a variety of locations
- Facilitate group consulting sessions, support event planning and execution
- Conduct mock interviews with undergraduate students
- Support the employer outreach initiatives of the center which may include research, use of Excel, conducting site visits and/or email/phone calls
- Attend weekly staff meetings on Wednesdays 9-10:30am and monthly in service trainings
- Will be evaluated based on the National Association of Colleges and Employers' (NACE) Competencies

Qualifications:

- Must be enrolled full-time in a Binghamton University graduate program for duration of assistantship assignment;
- Must possess strong oral/written communication skills and technological expertise in business management tools including spreadsheets, word processing, presentation tools, LinkedIn, and databases
- Experienced utilizing technology as a teaching tool and for organizational purposes: Excel, Word, PPT, Google Calendar, Forms, and other apps, and learning a wide-variety of career tools is expected: hireBing, LinkedIn, Candid Career, Big Interview, Vault, Goingglobal, Focus2, etc..
- Must be very personable with demonstrated strengths in working well with a diverse group of individuals including faculty, staff, industry partners, alumni, students and visitors
- Must be able to multi-task and change direction as program needs require
- Must be highly self-motivated, detail-oriented, and organized
- High level of professionalism
- Must be able to work 20 hours per week during 8:30am-8:00pm Monday-Friday
- Must be available to attend Fleishman Staff Training prior to the start of the academic year

Compensation:

This assistantship includes a base 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.

The Graduate Assistantship will be a 20-hour per week, 9-month academic year appointment. It is anticipated that the assistantship will be for two consecutive academic years for Master's candidates, however, due to funding and performance considerations, the position will be offered as a single semester appointment, subject to renewal, and will be contingent on an applicant being accepted and maintaining enrollment in an appropriate graduate program at Binghamton University. Availability in winter session and breaks is expected.

To Apply:

Interested candidates should submit the general application found on the [Student Affairs website](#) in the right hand corner under "Related Links." *Applicants are strongly encouraged to review the Fleishman Center's [resume](#) and [cover letter](#) resources prior to submitting documents.*

Questions related to this position should be directed to Erin Cody at erin.cody@binghamton.edu.

Position available: August 2018. **Deadline to apply:** 2/23/18 **Interviews:** 3/19/18

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