Early Engagement and Training Graduate Assistant

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2020-2021 academic year. The Fleishman Career Center offers career consulting, internship, job search and interviewing assistance to all students at Binghamton University, and seeks a candidate who can help uphold the mission and goals of the department.

Position Description:
The Early Engagement and Training GA will:

- Train in appropriate career counseling methods on topics such as resume, cover letters, interviewing, internship and job searches
- Deliver one-on-one career development and internship/job search assistance for undergraduate and graduate students through regularly scheduled hours
- Present career programming by request to campus groups
- Assist with the hiring, training and supervision of undergraduate student staff
- Assist with preparing and delivering in-service student staff trainings for peer consultants and senior peer consultants.
- Provide ongoing supervision and evaluation input for undergraduate peer consultants to ensure student service quality at fast pace front desk reception
- Assist in scheduling shifts of undergraduate and graduate student staffers
- Assist in coordinating undergraduate staff graduation celebrations Fall/Spring
- Provide support to the EXPLORE program including, marketing, managing applications, scheduling and course content creation
- Implement and support initiatives geared towards first and second year students including, Behind the Scenes Tours, The Passport to Career Success, and Connections for Success, etc.
- 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
- 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 a program needs require
- Must be highly self-motivated, detail oriented, and organized
- High level of professionalism
- Supervision and training experience is a plus
- Must be able to work 20 hours per week during 8:30am-8:00pm Monday-Friday. There may be weekend programming requirements and Graduate Assistants will rotate which breaks they will work.
- Must be available to attend Fleishman Staff Training prior to the start of the academic year, August 23-25, 2020.
Compensation:
This assistantship includes a base stipend for the academic year of $10,200, 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 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.

To Apply:
Interested candidates who are currently Binghamton University undergraduate or graduate students should submit a resume, cover letter and contact information for three professional references through hireBING.

Candidates not currently enrolled at Binghamton University should submit a resume, cover letter and contact information for three professional references via email to Lexie Avery at aavery@binghamton.edu.

Applicants are strongly encouraged to review the Fleishman Center’s resume and cover letter resources prior to submitting documents.


Interviews will be conducted on Friday, March 20 for all current and non-Student Affairs Masters students, interviews for new Student Affairs students will take place on Monday, March 23.

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.