

Experiential Education and Professional Development Graduate Assistant

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2019-2020 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 Experiential Education and Professional Development 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
- Support the CDCI team; including, data and assessment collection, creating/updating employer and internship site lists, posting of internships, support the marketing of internship opportunities and assist in the creation of activities/projects for seminar courses
- Present CDCI orientation and information sessions and update materials as needed
- Support the Student Affairs Internship Fund process; including, managing emails and collecting application materials
- Assist in the planning and coordinating of professionalism related programming, including workshops for students, student organizations and facilitate trainings for others
- Assist in the planning for the Fall Internship Event, Spring Etiquette Dinner, both Suit Up events and other professionalism events and program as needed
- Use Excel to compile information, statistics, perform calculations, and logging records
- 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 a 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. 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, Monday August 19 and Tuesday August 20.

Compensation:

This assistantship includes a base 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.

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.

Apply:

Interested candidates should submit the general application found on the [Student Affairs website](#) .

Applicants are strongly encouraged to review the Fleishman Center's [resume](#) and [cover letter](#) resources prior to submitting documents.

Position available: August 2019 **Deadline to apply:** 2/28/2019 **Interviews:** 4/1/2019

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.