

## **Job Development and Training Specialist Graduate Assistant 2019-20 Academic Year**

### **Description:**

Fleishman Center for Career and Professional Development seeks a graduate student to support and initiate outreach and development efforts focused on employers with on and off campus part-time student work opportunities. This position will also develop online and in-person training sessions for employers and student applicants. The position is for academic year 2019-2020.

### **Primary Responsibilities:**

- Initiate, build and manage relationships with on and off campus employers from a wide range of industries and organizations with the focus of identifying part-time employment opportunities for undergraduate and graduate students
- Post part-time off campus jobs in hireBing powered by Handshake
- Market department services and promote Binghamton students to local employers
- Learn about Fleishman services, systems, and resources to develop the skills to educate employers and students
- Assist with other Fleishman Center services including reception and phone
- Develop content and deliver workshops and assist with event planning and logistics for students and employers
- Maintain employer contacts, information, and follow-up using hireBing powered by Handshake
- Generate program statistics and reports
- Participate as active staff member in all training, orientation, and staff development programs
- Attend monthly committee meetings and student employment team meetings
- Update Student Employment website and monitor and recommend changes and updates
- This position's success will be evaluated based on the National Association of Colleges and Employers' (NACE) Career-Readiness Competencies

### **Desired Qualifications:**

- Sales experience and/or relationship management experience preferred
- Positive attitude and productive work ethic
- 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 respect, and be open to learn from diverse cultures, races, ages, genders, sexual orientations, and religions
- Demonstrate openness, inclusivity, and sensitivity, while respectfully interacting with all individuals
- Excellent written, oral, and interpersonal communication skills a must
- Experience working with college students and/or consulting/advising experience a plus
- Must be able to multi-task and change direction as program needs require
- Must be highly self-motivated, detail-oriented, and organized
- 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, Penoptu, B-Engaged/it's replacement, LinkedIn, Candid Career, Big Interview, Vault, Goinglobal, Focus2, etc..
- High level of professionalism
- Must be able to work 20 hours per week during 8:30am-5pm Monday-Friday
- Ability to take initiative and work independently as well as part of a team

**Desired Qualifications Continued:**

- Familiarity with standard hiring processes
- Familiarity with Binghamton, NY employers and job market
- Excellent English writing and speaking skills
- Computer Skills: general proficiency with technology and Excel skills needed

**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.

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 during winter session is expected.

**To Apply:**

Interested candidates should submit the general application found on the [Student Affairs website](#). A cover letter, résumé and a document listing three references should be emailed to Erin Cody, Associate Director, at [erin.cody@binghamton.edu](mailto:erin.cody@binghamton.edu). *Applicants are strongly encouraged to review the Fleishman Center's [resume and cover letter resources prior to submitting documents](#).*

*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.*