

**Binghamton University – Dean of Students
Parent, Family and Events Graduate Assistant
Fall 2018 – Spring 2019 (and possible Summer 2018-19 internship)**

Description

Binghamton University seeks a Graduate Assistant for the 2018-2019 academic year who can support student success through engagement with parents and family members and supports the mission of the university through the engagement of community partners.

Duties and Responsibilities

- Assist with planning and organizing campus events that include parents and family programming, events and conferences
- Assist in collecting and providing updated and consistent information for communication to parents and families, including the monthly Parent Connect e-newsletter, Parent and Family Calendar & Handbook, and the Binghamton University Family Association Facebook page
- Assist in data collection and creating reports and charts
- Assist in reserving space and services for conference/events clients
- Assist in ensuring that all set-ups and services have been made prior to conference/events
- Assist in maintaining computerized database of conference/ event client files and producing reports
- Assist in development and maintenance of procedural manual for the office
- Work on promotional materials, maintenance of website and social media

***Occasional weekend and/or evening hours will be required of the GA to run specific events sponsored by the office. These hours count toward the 20-hour work week.

Qualifications

- Candidates must be accepted into a Binghamton University graduate program for the 2018-2019 academic year and hold a Bachelor's degree. Specific preference will be given to students in Student Affairs Administration, Public Administration, or Leadership.
- Strong organizational skills, attention to detail and ability to manage multiple priorities
- Ability to work interdependently with professional staff, and other graduate students
- Ability to update web-based materials
- Proficiency using Excel spreadsheets, Microsoft Word, and Google is required
- Excellent written, oral, and interpersonal communication skills are required
- Event planning or student programming experience is required
- Experience with conferences preferred

**Preference will be given to a candidate who can complete an academic internship with the office during Summer 2018.

Stipend

This assistantship includes a salary 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.

TO APPLY

Persons interested should submit the general application on the [Student Affairs website](#).

For questions specifically related to this position, contact Parent, Family and Events at conference@binghamton.edu.