Binghamton University – Dean of Students
Parent and Family Programs Graduate Assistant

Description
Binghamton University seeks a Graduate Assistant for the 2020-21 academic year to work with Parent and Family Programs and the campus Food Pantry, assisting in executing all programs, operations and publications while supporting efforts that align with the values of Binghamton University.

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
- Oversee and manage over 10 student volunteers and student workers. Assist with hiring, setting schedules and overseeing operations. Oversee monthly meetings.
- Assist in research, data collection and creating reports and charts
- Assist in development and maintenance of procedural manual for each area when needed
- Work on promotional materials, maintenance of website and social media
- Attend campus-wide meetings as requested by supervisor

***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 2020-2021 academic year and hold a Bachelor’s degree. Specific preference will be given to students in Student Affairs Administration
- 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, student programming experience and excellent organizational skills is required

Stipend
This assistantship includes a salary 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.

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 Linda Salomons at families@binghamton.edu.