Binghamton University – Dean of Students
Parent, Family and Events Graduate Assistant

Description
Binghamton University seeks a Graduate Assistant for the 2020-21 academic year who can assist the coordinator of Parent and Family Programs with planning and executing all programs and publications managed by the office, while upholding 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 student volunteers (B family Student Crew). Attend monthly meetings, usually held on a weekend
- Assist in research, data collection and creating reports and charts
- Assist in development and maintenance of procedural manual for the office
- Work on promotional materials, maintenance of website and social media
- Attend meetings as requested by staff

***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 or student programming experience 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 families@binghamton.edu.