

Binghamton University – Dean of Students/Campus Activities/Late Nite

Late Nite Binghamton Graduate Assistant Position Description

About Late Nite Binghamton

Late Nite Binghamton is designed to enhance the quality of student life by providing activities attractive to all students. Graduate Assistants in this position gain a wide range of practical experience in program management, supervision, advising, budgeting, and more; this position is designed to prepare staff for entry into the professional field of Student Affairs.

Late Nite utilizes a highly-collaborative programming model to host popular pre-release films most Friday nights, as well as large-scale themed events on Saturday nights. Late Nite also hosts occasional weeknight and promotional/popup events throughout the academic year.

Various activities hosted by Late Nite include, but are not limited to: films, performers, giant inflatables, laser tag, petting zoos, crafts, and more. Late Nite collaborates with student organizations and other campus and community entities to host high-quality events for Binghamton University students.

Position Description

Late Nite Binghamton is seeking a graduate assistant to oversee and advise in planning and implementation of approximately four (4) Friday night film events, four (4) Saturday night themed events, two (2) weekday/weeknight events, and several promotional events/activities per semester. This twenty (20) hour per week position includes mandatory rotating Friday and Saturday night shifts (approximately every third weekend with shifts beginning at approximately 6:00 PM and ending at approximately 1:00 AM the following morning).

Duties and Responsibilities

- Oversee production of assigned events in coordination with other Late Nite agents.
- Advise Event Coordinators and other student staff throughout the event planning process.
- Supervise approximately fifteen (15) undergraduate students during each event.
- Collateral assignment: directly oversee one of the following collateral areas for approximately five (5) hours per week: *collaborations; personnel; marketing.*
- Collaborate with fellow graduate assistants to ensure high-quality promotional materials are created and distributed in a timely manner, appropriate partnerships are formed between Late Nite and other individuals/organizations, and internal community-building activities are meeting the needs of Late Nite team members.
- Ensure event, storage, and office spaces remain accessible, safe, and welcoming.
- Oversee Campus Activities Board meetings and other meetings as needed.
- Serve on-call for events as needed.
- Assist in maintaining and organizing the storage and inventory of Late Nite equipment and supplies.

Qualifications

Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year, hold a Bachelor's degree, and meet the following requirements:

- Full-time graduate student.
- Leadership and team experience.
- Experience in event planning and/or student activities.
- Computer skills (including Google Suite, Microsoft Word, and Microsoft Excel).
- Adaptable and proactive in ambiguous situations.
- Skilled in the areas of communication, organization, multitasking, critical thinking, basic research, and customer service.
- Familiar with pop culture.

Compensation

This assistantship includes a base stipend for the year of \$10,000, paid biweekly. This position is represented by the Graduate Student Employees Union, and the stipend includes all potential union-negotiated raises applicable for the academic year. This position requires an average of twenty (20) hours of work per week.

TO APPLY

Persons interested should submit the general application from the Student Affairs website. Questions related to this position should be directed to Dillon Deffinbaugh at ddefinb@binghamton.edu or 607-777-3529.