

Binghamton University – Dean of Students Graduate Assistantship for Leadership & Programming

Description

The Dean of Students Office is seeking one graduate student to fill a Graduate Assistantship (GA). Anticipated educational outcomes include the ability to supervise student staff; develop professional organizational skills, assist with a leadership class curriculum, and learn event risk management procedures.

Students must be accepted into a Binghamton University Graduate program for the 2019-20 academic year. Preference is given to those enrolled in Student Affairs Administration.

(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.)

Duties and Responsibilities

- Assist with the Dean of Students Internship Program "The Dean's Team"
- Assist with the supervision of the Campus Activities Event Security Staff to include: training staff, scheduling staff, attending events as a staff supervisor, and sending out billing at the conclusion of events
- Help coordinate other large campus-wide events such as Welcome Week events, Family Weekend, and Homecoming
- Manage budgets to include the Campus Life Fee Event Grants and monies given towards the "Dean's Team" programming budget
- Other possible areas of concentration based on experience and interest – social media marketing and graphic design

Qualifications

- Strong organizational skills and ability to manage multiple priorities
- Ability to work interdependently with professional staff, other graduate students, and undergraduate students
- Experience in event planning or student program planning is required

Stipend

This assistantship includes a salary 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.

TO APPLY

Persons interested should submit the general application on the [Student Affairs website](#). Questions specifically related to this position should be directed to jkeegin@binghamton.edu.