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.