

Binghamton University - University Union Graduate Assistantship

Position Description:

The University Union Office is seeking a graduate student to fill a Graduate Assistantship (GA) position for the 2019-20 academic year.

Responsibilities:

- Assist in the supervision of the University Union Guest Services Associates student leadership position including facilitating student leadership programs and meetings as necessary.
- Work with the Assistant Director for University Union Operations in managing University Union event reservations and requests.
- Implement and coordinate event planning for innovative events in the University Union.
- Develop and implement University Union marketing strategies to help with event promotions.
- Assist with the advising of Korean Student Organizations affiliated with the Korean Student Center.
- Manage and implement technology solutions for University Union operations.

Qualifications:

All applicants must be accepted into a Binghamton University Graduate program for the 2019-2020 academic year. Additional qualifications include:

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

Compensation:

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.

Apply:

Persons interested should submit the general application on the Student Affairs website. Questions related to this position should be directed to Orrin Kenyon, Assistant Director for University Union Operations at okenyon@binghamton.edu