

## **Binghamton University - Graduate Assistantship Emerging Leaders Program, First Year Experience & Speaking Center**

Staff members from this student affairs department direct three specific programs to challenge and support new and returning students who seek to engage with the university and develop leadership and professional skills: First Year Experience (FYE) initiatives (courses –UNIV 101 & 103, and the FYE Lecture Series) the [Emerging Leaders Program](#) and the [Speaking Center](#). New programs and initiatives are developed on a regular basis, some to address new student transition issues, others to address leadership development and/or oral communication skills.

The Graduate Assistant will assist the Senior Associate Director, Assistant Director and second-year Graduate Assistant with the Emerging Leaders Program (ELP), First Year Experience (FYE) and Speaking Center (SC) initiatives. The position requires a commitment of 20 hours per week.

Anticipated educational outcomes include the ability to gain direct experience with development and implementation of multi-faceted student skill enhancement initiatives; coordinating and facilitating presentations for individuals and groups, developing advising/consulting/supervision skills, applying student development theory into practice, creating and facilitating assessment tools, and practicing management of various student affairs functional areas.

### **Duties and Responsibilities**

- Assist with development, implementation and assessment of the **Emerging Leaders Program** initiative; includes assisting with selection and training processes for student staff participants including assisting with regular peer mentor in-service training/reflection classes, assistance with planning and facilitating annual program-wide events, collaborating to organize and facilitate series of fall semester workshops for new student participants (on a variety of related topic areas) with undergraduate & graduate program assistants, managing record-keeping, program assessment and ongoing communication with student, faculty and staff participants.
- Help to facilitate operation of oral communication skills development program through the **Speaking Center**, including assisting with selection, training and supervision of undergraduate student interns, management of day-to-day Center operations and facilitation of intern in-service training/reflection classes. The GA will also help to coordinate outreach effort for the Center and its initiatives, including workshops and skill assessment appointments for students.
- Assist with the development, implementation and assessment of annual **FYE Lectures Program** series, offered to new students during the fall semester.
- Other programmatic duties as they arise during the course of the academic year, to assist with furthering the mission of the FYE, Emerging Leaders and Speaking Center programs.

### **Qualifications**

- Candidates must be first year students accepted into a Binghamton University graduate program for the 2019-20 academic year; the ideal candidate will be a graduate student enrolled in the Student Affairs program through CCPA, although related experiences will be considered. Preference will be given to those with a background in leadership programs and/or communication studies, although all are encouraged to apply.
- Knowledge of unique needs and concerns of first-year students
- Strong organizational skills and ability to juggle multiple priorities
- Solid oral presentation skills, including ability to successfully facilitate workshops, provide and receive constructive criticism
- Ability to communicate and work interdependently with a diverse population including a variety of constituencies (students, professional staff and faculty)
- Initiative, attention to detail and ability to work independently
- Strong computer skills
- Willingness to learn

### **Stipend**

This assistantship includes a stipend for the academic year of \$10,000, paid bi-weekly. 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, which will include some evenings.

### **To Apply**

Persons interested should submit the general application on the [Student Affairs website](#). Questions specifically related to this position should be directed to Debora Clinton Callaghan at [dclinton@binghamton.edu](mailto:dclinton@binghamton.edu) or 607.777.6815.