

Binghamton University

EOP Tutorial Center Graduate Assistant

OVERVIEW

The mission of the Educational Opportunity Program (EOP), at Binghamton University, is to enroll students who meet academic and financial guidelines, as well as provide advocacy for those students through graduation and beyond. EOP's tutorial component is designed to provide EOP students with group and private tutoring, a learning environment designed for individual and group studying, as well as a variety of resources including textbook and calculator rentals, television sets for projection, glass erase boards, computers, printers, and textbooks.

EOP at Binghamton University seeks a graduate assistant for the 2019-2020 academic year. The graduate assistant's central responsibility is to assist the tutorial coordinator in both the long-term planning and the day-to-day operations of the tutorial center. This includes the training, assessment, and observations of the tutorial center staff, record keeping, task management and report building, and the planning and preparation of staff meetings, training sessions, and workshops. The graduate assistant will also have the responsibility in the one-on-one mentoring of front desk managers, as well as the tutorial staff. Finally, the graduate assistant is to serve as a liaison to other departments throughout campus and beyond.

JOB RESPONSIBILITIES

- Assists in the scheduling, organizing, and overseeing front desk managers and tutorial staff
- Assists in collecting, inputting, analyzing, and assessing various kinds of data into organized worksheets
- Assists in the planning, preparation, and conducting of staff meetings, training sessions, and workshops
- Assists in the general planning and promotion of the tutorial center through numerous mediums, including websites and social media
- Assists in job searches, interviews, and candidate selection of student employees
- Assists the tutorial coordinator in organizing, planning, promoting, and managing workshops
- Assists in the supervising, organizing, and collaborating with tutorial center staff
- Ability to take on tutoring appointments based on academic background and desire
- Supports the larger EOP department as needed
- Provides outreach to other departments at Binghamton University, whether they be administrative or academic

MINIMUM QUALIFICATIONS

- Must be enrolled full-time in a Binghamton University graduate program for the 2019-2020 academic year
- Must have experience working with EOP or other opportunity programs
- Must possess strong oral/written communication skills and technological expertise, including proficiency in Microsoft Office, Google Suite, hireBing, and social media
- Strong organizational and time management skills
- Previous experience tutoring in higher education environments
- Professional attitude and appearance
- Has the ability to multitask
- Customer service attitude
- Ability to self-start, be resourceful, as well as be proactive when issues arise
- Must be highly motivated, detail-oriented, and organized

- Must be available to attend and assist training sessions prior to the start of the academic year, as well as the beginning of the Spring semester
- Must be able to work 20 hours per week, including nights and weekends

COMPENSATION

This assistantship includes a base 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 per week is expected.

TO APPLY

Persons interested should submit the general application from the [Student Affairs website](#). Questions related to the position should be directed to Karima Legette, Director of EOP, at klegette@binghamton.edu.