Binghamton University - Off Campus Programs and Services
Local Commuter Program/ Bear Necessities Food Pantry Graduate Assistantship

There are approximately 800 local commuter students who attend Binghamton University. These students commute to campus, have attended high school within the local area, and often live at home with their family members. The Local Commuter Program is a new program established in Fall 2013 in response to a needs-based assessment that revealed dissatisfaction among many of these local commuter students. The Local Commuter Program has grown to include a Local Student Lounge, mentor program, monthly newsletter, various academic and social events, Babysitting Name Exchange service, social media and website pages, and an intramural sports team.

Off Campus Programs and Services is seeking one graduate student to assist with the Local Commuter Program and Bear Necessities Food Pantry. Local commuter students can require special attention, in that creating a sense of belonging and pride for their school can be difficult, being that they spend so little time on campus for class and often hold an outside job. For this reason, continuing to maintain and expand the Local Commuter program and its services is vital to students’ success at Binghamton.

Description
Anticipated educational outcomes include: the ability to gain direct experience supervising seven student mentors; the opportunity to create new and innovative programming initiatives and events; the chance to develop marketing techniques to reach this student population; the development of professional organizational skills; the opportunity to assist with other matters off campus.

Students must be accepted into a Binghamton University Graduate program for the 2018-2019 academic year. Preference is given to those enrolled in Student Affairs Administration.

Duties and Responsibilities
- Supervise a group of seven undergraduate interns
- Coordinate various academic events (i.e. CDC counselor personal advising in lounge, Academic Information Network list)
- Coordinate various social events on and off-campus (i.e. BU Basketball game, Trivia Night off-campus, Finals Potluck Party)
- Act as an interactive presence at university-wide events such as Homecoming and Spring Fling
- Manage Babysitting Name Exchange Service
- Maintain the Facebook page and Local Commuter website
- Organize a free monthly brunch
- Create a monthly newsletter to be distributed to the 800 students
- Lounge upkeep
- Maintain budget
- Hold an Open House Kickoff for incoming students at the start of the semester
- Hire and train new mentors (primarily at the end of the academic year)
- Update and maintain Listserv through work with the SAASI Office
- Develop branding/marketing and outreach information for the Local Commuter Program
- Assist with coordinating the Bear Necessities Food Pantry

Qualifications
- Strong organizational skills and ability to manage multiple priorities
- Ability to work interdependently with professional staff, other graduate students, and undergraduate students
- Ability to update web-based materials
- Capability to be innovative and creative
**Stipend**
This assistantship includes a salary stipend for the academic year of $9,800, 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](http://www.studentaffairs.binghamton.edu). Questions related to this position should be directed to occ@binghamton.edu.