

# **Binghamton University, Student Support Services (SSS) Graduate Assistant (GA) Position Description**

## **Summary**

Student Support Services (SSS) is a federally funded TRIO program which supports the retention and persistence of first-generation, low-income and/or disabled college students. SSS is a component of the Division of Student Affairs, and offers academic and personal advising, tutoring, and financial aid assistance to income-eligible students. SSS works closely with a variety of offices in the Division of Student Affairs, including Services for Students with Disabilities, the Dean of Students, Residential Life, New Student Programs, the University Counseling Center, the Fleishman Center for Career and Professional Development, and Discovery.

The Student Support Services programs are seeking one graduate student to fill a Graduate Assistantship (GA). Anticipated outcomes include the ability to work with and understand federally-funded grants and the rules that govern them; direct experience providing students academic advising; and implementation and marketing of SSS events to reach the diverse population that Student Support Services serves.

Students must be accepted into a Binghamton University Graduate program for the 2019-2020 academic year. This position reports to the Assistant Director of SSS.

## **Duties and Responsibilities**

The position's primary focus will be to help the SSS Staff increase student engagement through innovative programming and outreach efforts.

- Attend and assist in facilitation of SSS Student Advisory Board meetings
- Create and implement new, original programming
- May advise a small caseload of students and hold weekly walk-in hours
- Assist with the marketing of SSS events and services
- Assist with the management of Academic Alerts for sponsored programs (athletics, SSS, EOP, and ELI) in collaboration with the Discovery Program

## **Qualifications**

- Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year, preferably pursuing a Master of Science in Student Affairs Administration (MSA), Master of Social Work (MSW), and/or Master of Public Administration (MPA) degree(s)
- Experience working with first generation college students, students from low income backgrounds, and students with disabilities preferred
- Possess the ability to work as a member of a team and independently, demonstrating strong initiative, and organizational skills
- Prior experience creating and/or marketing programming; advising and/or mentoring students from disadvantaged backgrounds preferred

## **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 Marissa Zelman, Assistant Director of SSS, at [mzelman@binghamton.edu](mailto:mzelman@binghamton.edu).