Binghamton University - Student Support Services (SSS)
Graduate Assistant

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 is seeking one half-time (10 hours/wk) 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; experience coordinating a tutoring program; experience teaching and training tutor interns; and experience working with a team to promote and market SSS Services.

Students must be accepted into a Binghamton University Graduate program for the 2020-2021 academic year. This position reports to the Data Manager and Learning Specialist of SSS.

Duties and Responsibilities
The position’s primary focus will be to help the SSS Staff coordinate the tutoring program.
● Attend and assist with the SSS Tutoring Internship.
● Help manage the day-to-day activity of the EOP/SSS Tutorial Center
● Provide feedback and guidance to Tutors and Interns
● Assist in the scheduling of tutoring appointments and walk-in hours
● 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 2020-2021 academic year, preferably pursuing a Master of Science in Student Affairs Administration (MSA), 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 $5,100, 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. Ten hours of work per week is expected.
**To Apply**
Interested candidates who are currently Binghamton University undergraduate or graduate students should submit a resume, cover letter and contact information for three professional references through hireBING.

Candidates not currently enrolled at Binghamton University should submit a resume, cover letter and contact information for three professional references via email to Josh Perry, Data Manager and Learning Specialist of SSS, at jrperry@binghamton.edu.