Binghamton University - Student Transition and Success
Speaking Center Graduate Assistant

The department of Student Transition and Success is seeking a creative, positive, and student-centered candidate for the position of Speaking Center Graduate Assistant for the 2020-2021 academic year.

Along with providing some targeted academic success programs and workshops and building a sense of community for certain at-risk student populations, the department’s professional and student staff will become familiar with services across campus in order to help students navigate, identify, and seek out the appropriate resources to meet individual student needs. Through one-to-one academic success coaching sessions, the Graduate Assistant (GA) will map out plans for success by providing interventions and workshops for academically at risk students. The GA will work as a peer success coach with a focus on academic growth & success, directly working with the Speaking Center in supporting the mission and goals of the department.

In addition to department of Student Transition and Success responsibilities, the Speaking Center Graduate Assistant will assist the Senior Associate Director with 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, utilizing assessment tools, and practicing management of a departmental functional area.

Duties and Responsibilities

- 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 and meetings. When available, based on Speaking Center staffing makeup and associated responsibilities, the GA may also help to coordinate possible outreach, workshops and skill assessment appointments for students
- Other programmatic duties as they may arise during the course of the academic year, to assist with furthering the mission of Speaking Center initiatives
- Peer Success Coaching responsibilities as described above (for all Graduate Assistants working with the Department for Student Transition and Success)

Qualifications

- Candidates must be first year students accepted into a Binghamton University graduate program for the 2020-2021 academic year; the ideal candidate will be a graduate student enrolled in the Student Affairs program through CCPA and/or the combined Master’s in Student Affairs Administration/MPA program, although related experiences will be considered. Preference will be given to those with a background in communication studies, although all are encouraged to apply
- Strong organizational skills and ability to juggle multiple priorities
• Solid oral presentation skills, including ability to successfully facilitate presentations, 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)
• Desire to work directly with a team of undergraduate students holding a peer leadership role
• Initiative, attention to detail and ability to work independently
• Strong computer skills
• Willingness to learn

**Stipend**
This assistantship includes a base stipend for the academic year of $10,200, 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**
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 Debora Clinton Callaghan at dclinton@binghamton.edu.