

Binghamton University - Binghamton Advantage Program (BAP) Graduate Assistant

Description:

The Binghamton Advantage Program Graduate Assistant plays an important role in aiding the Assistant Director for the Binghamton Advantage Program (BAP) and Transfer Student Services (TSS), in providing outreach and services to prospective and enrolled BAP students at SUNY Broome and Binghamton. The Graduate Assistant (GA) provides direct contact with program participants, performs administrative tasks, and coordinates, plans and executes academic, social and cultural programs specifically designed to meet BAP student needs. In addition, the GA may assist with supervision and/or oversight of student employees or interns.

Duties and Responsibilities:

1. Schedule and maintain regular office hours to meet with BAP students through individual meetings or group sessions regarding academic, social or the general adjustment experiences
2. Plan, implement, and oversee academic, social and/or cultural programs designed to meet needs of BAP students
3. Assist with BAP Orientation, program planning and presentations throughout the year
4. Manage MailChimp (e-newsletter) and Binghamton University *B-Engaged* databases
5. Manage BAP (matriculated) general email account and respond to all inquiries in a timely manner
6. Assist with supervision of student staff and/or volunteers (i.e., interns, Discovery Peer Advisors)
7. Produce and disseminate regularly scheduled e-newsletters to SUNY Broome and BU BAP students via MailChimp
8. Work with the assistant director on creating an annual report
9. Assist and collaborate with the Transfer Student Services (TSS) Graduate Assistant (GA) for events, programs, and workshops when needed
10. Occasional weekend and/or evening hours are required for specific events sponsored by the office (these hours count toward the 20-hour work week)
11. Other duties as assigned

Qualifications:

- Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year. Specific preference will be given to students in Student Affairs Administration, Public Administration
- Experience working with students, specifically in student affairs
- Prior supervisory experience is preferred, but not required
- Proficiency using Excel spreadsheets, Microsoft Word, and Publisher is required
- Event planning or student programming experience is required

Stipend:

This assistantship includes a salary stipend of \$10,000 for the academic year, 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 are required. Hours which are not events must be completed in the Transfer Student Services office location.

To Apply:

Persons interested should submit the general application located on the Division of Student Affairs website. Questions related to this position should be directed to Kellie Duff at 607.777.4284.