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 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) coordinates, plans, and executes academic and social programs specifically designed to meet BAP student needs. In addition, the GA assists with supervision and oversight of one or more Discovery Peer Advisors (DAs) who assist in providing peer outreach via programs, services, and individual consultations with BAP students through academic and social engagement.

Duties and Responsibilities:
• Schedule and maintain regular office hours to meet with BAP students through individual or group sessions regarding academic concerns and/or social events
• Provide students with strategic and helpful study tips and tactics to ensure academic success
• Direct students to beneficial campus resources at both SUNY Broome and Binghamton University
• Assist with supervision and oversight of Discovery Peer Advisors, who directly meet with students in BAP small group-scheduled sessions and one-on-one appointments
• Plan, implement, and oversee programs specifically designed to meet needs of BAP students
• Assist with BAP Orientation and program planning
• Manage social media on the office Facebook, Twitter, Instagram and Snapchat accounts
• Occasional weekend and/or evening hours are required for specific events sponsored by the office (These hours count toward the 20-hour work week)
• Assist Transfer Student Services GA for events, programs, and workshops when needed
• Other duties as assigned

Qualifications:
• Candidates must be accepted into a Binghamton University graduate program for the 2018-2019 academic year. Specific preference will be given to students in Student Affairs Administration, Public Administration or Leadership
• 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 $9,800 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 advantage@binghamton.edu or 607.777.4986.