Binghamton University  
Transfer Student Services (TSS) Graduate Assistant

Description:
The Transfer Student Services Graduate Assistant plays an important role in aiding the Assistant Director for Transfer Students Services (TSS) and Binghamton Advantage Program (BAP) in providing outreach and services to prospective and enrolled transfer students at Binghamton University. The Graduate Assistant (GA) coordinates, plans and executes academic and social program specifically designed to meet transfer student needs. In addition, the GA assists with supervision and oversight of one or more interns who assist in providing social media outreach and programming support via programs, services and individual consultations with prospective students through academic and social engagement.

Duties and Responsibilities:
- Schedule and maintain regular office hours to meet with transfer students through individual or group session regarding academic concerns and/or social events
- Plan, implement and oversee academic and social programming specifically designed to meet needs of transfer students
- Serve as TSS representative for prospective transfer students from the Office of Admissions
- Assist with transfer student orientation and program planning
- Plan, implement and oversee programs specifically designed to meet the needs of transfer students
- Answer email and in-person requests for information from transfer students
- Update and maintain the TSS website
- Manage social media on the office Facebook, Twitter, Instagram and Snapchat accounts
- Assist with supervision of interns including training and supervision of tasks and responsibilities
- Work with the assistant director on creating an annual report
- Produce weekly or bi-weekly newsletters to be distributed via MailChimp
- Assist and collaborate with the Binghamton Advantage Program (BAP) Graduate Assistant (GA) for events, programs and workshops when needed
- Occasional weekend and/or evening hours are required for specific events sponsored by the office (These hours count toward the 20-hour work week)

Qualifications:
- Candidates must be accepted into a Binghamton University graduate program for the 2020-2021 academic year. Specific preference will be given to students in Student Affairs Administration, Public Administration, or Leadership
- Knowledge of transfer student needs and concerns is preferred
- Experience working with students, specifically in student affairs
- Prior supervisory experience is preferred but not required
- Proficiency using Excel spreadsheets, Microsoft Word and Publisher (or other software appropriate for creating newsletters) is required
- Event planning or student programming experience required

Stipend:
This assistantship includes a salary stipend of $10,200 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:
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 Rollie Buchanan at transvcs@binghamton.edu.