Career Engagement Graduate Assistant
2021-2022 Academic Year

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2021-2022 academic year. The Fleishman Career Center offers career consulting, internship and job search support, and cultivates opportunities to connect students with employers and alumni. The Fleishman Center serves all undergraduate and graduate students at Binghamton University, and seeks a candidate who can help uphold the mission and goals of the department.

This graduate assistantship is ideal for someone interested in working directly with students, creating content, organizing programs and events, and building relationships with campus partners, employers and alumni with students' career success in mind.

Position Description:
The Career Engagement GA will work on a variety of projects within the Fleishman Center with the goal of exposing the GA to as many functions of career services as possible. Based on the graduate students specific interests and skill sets, specialties will be determined to best suit their goals and office needs.

Examples of ways in which graduate assistants will support Binghamton University students includes,

- Provide one-on-one consulting services for students; educating students about articulating their skills through resumes, cover letters, interviews and more.
- Support students through their career development by hosting workshops and collaborating with student organizations on programming initiatives.
- Develop relationships with multicultural student organizations and working to engage diverse student populations on campus.
- Research and write blog content that contributes to career education across campus.
- Analyze and support the collection of data in the office which is utilized to inform decisions about services/programming.
- Cultivate opportunities for students to connect with employers and alumni through our Employer Treks, Job Fairs and other employer and alumni engagement events.
- Build relationships with campus partners and local employers to cultivate student employment opportunities. Support the training of our student employees on campus and manage social media accounts for the Student Employment Initiative.
- Contribute to the Career Development Centralized Internship Program, working with interns, internship sites and participating in the review of academic content and employer partnerships.

All graduate students will have the opportunity to engage with each other through training and in-services with all student staff and build relationships with professional staff. Students will be able to attend meetings based on their specialty areas and see the cross-functional areas that career services has with many areas across campus.

Graduate Assistants will be evaluated based on the National Association of Colleges and Employers’ (NACE) competencies.
Qualifications:
- Must be enrolled full-time in a Binghamton University graduate program for duration of assistantship
- Must possess strong oral/written communication skills and technological expertise in business management tools including spreadsheets, word processing, presentation tools, LinkedIn, and databases
- Experienced utilizing technology as a teaching tool and for organizational purposes: Excel, Word, PPT, Google Calendar, Forms, and other apps, and learning a wide variety of career tools is expected: hireBING, LinkedIn, Candid Career, Big Interview, Vault, Goinglobal, Focus2, etc..
- Must be very personable with demonstrated strengths in working well with a diverse group of individuals including faculty, staff, industry partners, alumni, students and visitors
- Must be able to multi-task and change direction as a program needs require
- Must be highly self-motivated, detail oriented, and organized
- High level of professionalism
- Must be able to work 20 hours per week during 8:30am-8:00pm Monday-Friday. There may be weekend programming requirements and Graduate Assistants will rotate which breaks they will work.
- Must be available to attend Fleishman Staff Training prior to the start of the academic year.

Compensation:
This assistantship includes a base stipend for the academic year of $10,200, 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 is expected.

The Graduate Assistantship will be a 20-hour per week, 9-month academic year appointment. It is anticipated that the assistantship will be for two consecutive academic years for Master’s candidates, however, due to funding and performance considerations, the position will be offered as a single semester appointment, subject to renewal, and will be contingent on an applicant being accepted and maintaining enrollment in an appropriate graduate program at Binghamton University.

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 Lexie Avery at aavery@binghamton.edu. Please indicate that you are applying for a GA position.

Candidates are encouraged to highlight what aspects of career services they are most interested in within the cover letter. Examples of projects and specialty areas are illustrated above in the position description.

Applicants are strongly encouraged to review the Fleishman Center’s resume and cover letter resources prior to submitting documents.


In keeping with our commitment to build a culturally diverse community, Binghamton University invites applications from women, people with disabilities, and members of minority groups.