Binghamton University Student Affairs
University Union Graduate Assistantship

Position Description:
The University Union Office is seeking a graduate student to fill a Graduate Assistantship (GA) position for the 2021-22 academic year.

Responsibilities:
1. Assist in the supervision of the University Union Guest Services Associates student leadership position including facilitating student leadership programs and meetings, as necessary.
2. Work with the Assistant Director for University Union Operations in managing University Union event reservations and requests.
3. Implement and coordinate event planning for innovative events in the University Union.
4. Develop and implement University Union marketing strategies to help with event promotions.
5. Manage and implement A/V and other technology solutions for University Union operations.
6. Oversee the collection of submissions for the Union Digital Signage System and collaborate with the Assistant Director invoicing.
7. Support University Union events and programs including Stress Free Bing initiatives.

Qualifications:
All applicants must be accepted into a Binghamton University Graduate program for the 2021-2022 academic year. Preference is given to those enrolled in the Student Affairs Administration program. Additional qualifications include:

- Strong organizational skills and the ability to manage multiple priorities.
- Ability to work interdependently with professional staff, graduate students, and undergraduate students.
- Experience in event planning or student program planning.
- Proficient with Google Drive and its various apps.

Compensation:
This assistantship includes a salary stipend for the academic year of $9,400, 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. Tuition scholarships may be available.

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 Orrin Kenyon, Assistant Director for University Union Operations at okenyon@binghamton.edu.