Binghamton University - Binghamton Advantage Program (BAP)
Graduate Assistant

The Department for Student Transition and Success is seeking a creative, positive, and student-centered candidate for the position of Binghamton Advantage Program Graduate Assistant for 2021-2022 academic year.

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.

In addition, the Binghamton Advantage Program Graduate Assistant will provide some targeted academic success programs and workshops, while working to build a sense of community within at-risk student populations. The department’s professional and student staff will become familiar with services across campus in order to assist students navigate, identify, and seek out the appropriate resources to meet their individual needs. Through one-to-one academic success coaching sessions, the graduate assistant will map out plans for success by providing interventions and workshops for academically at risk students. The GA will work as a peer success coach with students under the supervision of the assistant director, in supporting the mission and goals of the department.

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 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)
7. Produce and disseminate regularly scheduled e-newsletters to SUNY Broome and BU BAP students via B-Engaged
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)

Qualifications:

• Candidates must be accepted into a Binghamton University graduate program for the 2021-2022 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 $10,200 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 Binghamton Advantage Program 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 O. Buchanan at buchanan@binghamton.edu.