Binghamton University – Student Transition and Success
First Year Experience & Emerging Leaders Program

The Department for Student Transition and Success is seeking a creative, positive, and student-centered candidate to work with First Year Student Initiatives, which includes First Year Experience (FYE) Seminars (courses – UNIV 101 & 103, and the FYE Lecture Series) and the Emerging Leaders Program (ELP). New programs and initiatives are developed on a regular basis to address new student transition and success.

The Graduate Assistant (GA) will assist the Assistant Director for First Year Success and Programs with the First Year Experience (FYE) and Emerging Leaders Program (ELP) initiatives. The position requires a commitment of 20 hours per week.

Anticipated educational outcomes include the ability to gain direct experience with the development and implementation of multi-faceted student development initiatives; coordinating and facilitating presentations for individuals and groups, developing advising/consulting/ supervision skills, applying student development theory into practice, creating and facilitating assessment tools, and practicing management of various student affairs functional areas.

In addition, the GA may provide some targeted academic success programs and workshops, while working to build a sense of community within various student populations. The department’s professional and student staff assist students to navigate, identify, and seek out the appropriate resources to meet their individual needs on a regular basis. Through one-to-one academic success coaching sessions, the GA 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

- Assist with development, implementation and assessment of the Emerging Leaders Program initiative; includes assisting with all selection and training processes for student staff participants including assisting with regular peer mentor in-service training classes, assistance with planning and facilitating annual program-wide events, collaborating to organize and facilitate series of fall semester workshops for new student participants (on a variety of related leadership and academic success topic areas) with undergraduate & graduate program assistants, managing record-keeping, program assessment and maintaining ongoing communication with student, faculty and staff participants.
- Help to coordinate the administration of Binghamton University’s First Year Experience (UNIV 101 & 103) courses. This includes but is not limited to outreach to existing student affairs instructors, building further campus partnerships within the curriculum, researching trends within First Year Experience and Success, and assisting with any FYE peer leader positions.
- Assist with the development, implementation and assessment of annual FYE Lectures Program series, offered to new students during the fall semester.
- Other programmatic duties as they arise during the course of the academic year, to assist with furthering the mission of First Year Student Success initiatives as they continue to evolve within the Department of Student Transition and Success.

Qualifications

- Candidates must be enrolled into a Binghamton University Masters level graduate program for the 2021-2022 academic year; the ideal candidate will be a first-year graduate student enrolled in the Student Affairs Administration program through CCPA and/or the combined Master’s in Student Affairs Administration/MPA program, although related experiences will be considered. Preference will be given to those with experience in First Year and/or Leadership programs, although all are encouraged to apply.
• Knowledge of unique needs and concerns of first-year students
• Strong organizational skills and ability to juggle multiple priorities
• Solid oral presentation skills, including ability to successfully facilitate workshops, provide and receive constructive criticism
• Ability to communicate and work interdependently with a diverse population including a variety of constituencies (students, professional staff and faculty)
• Attention to detail and ability to work independently
• Strong computer skills
• Willingness to learn and ability to take initiative

Stipend
This assistantship includes a base stipend for the academic year of $10,200, paid bi-weekly. 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, which will include some evenings.

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 Tyler Lenga, Assistant Director for First Year Success at tlenga@binghamton.edu.