Binghamton University – Office of Student Transition and Success
Peer Success Coaching Graduate Assistant

The Office of Student Transition and Success is seeking a creative, positive, and student-centered candidate for the position of Peer Success Coaching Graduate Assistant for the 2021-2022 academic year. In addition to providing some targeted academic success programs and workshops, and building a sense of community for certain at-risk student populations, the department's professional and student staff is familiar with the many services across campus in order to help students navigate, identify, and seek out the appropriate resources to meet an individual student’s needs. Through one-to-one academic success coaching appointments, the Graduate Assistant (GA) will map out a future plan for success by providing interventions and workshops for academically at risk students. The GA will work as a peer success coach with a focus on academic growth & success, directly working with the Assistant Director for Student Transition and Success in supporting the mission and goals of the department.

Duties and Responsibilities

• Train in appropriate academic success coaching methods on topics such as time management, study skills, note-taking skills, productivity management, etc.
• Provide support, motivation, and guidance to students via one-to-one, virtual and in-person academic success coaching appointments during normal business hours Monday – Friday
• Coordinate and present student success workshops
• Document and maintain individual appointment notes for each student using Starfish
• Make appropriate referrals when necessary to other campus departments and organizations
• Assist with in-person office coverage as needed
• Collaborate with the Assistant Director for Student Transition and Success in overseeing and the undergraduate peer success coaches
• 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 assignment
• Ability to think critically and creatively to problem solve and enhance the program
• Exhibit strong interpersonal and active listening skills
• Ability to communicate and collaborate with a diverse population including a variety of constituencies (students, professional staff and faculty)
• Exhibit initiative, attention to detail, and the ability to work independently
• Willingness to learn
• Must be available to attend PeerSuccess Coach training prior to the start of the 2021-2022 academic year

Compensation

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.

The Graduate Assistantship will be a 20-hour per week appointment. It is anticipated that the assistantship will be for one academic year for Master’s candidates, however, due to funding and performance considerations, the position may 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.

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 Julia Milewski (jmilewski@binghamton.edu).