Binghamton University – Transfer Student Services (TSS)
Graduate Assistant

The Department for Student Transition and Success is seeking a creative, positive, and student-centered candidate for the position of Transfer Student Services for 2021-2022 academic year.

Description:
The Transfer Student Services Graduate Assistant plays in a significant role in aiding the Assistant Director for Transfer Student Services (TSS) and Binghamton Advantage Program (BAP), in providing outreach and services to prospective and enrolled transfer students at Binghamton University. The Graduate Assistant (GA) coordinates, plans, and executes academic, social, and cultural programs, specifically designed to meet transfer student needs. In addition, the GA may assist with supervision and/or oversight of student employees or interns.

In addition, the Transfer Student Services 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 current and/or prospective transfer students through individual meetings or group sessions regarding academic, social, or general adjustment experiences
2. Plan, implement, and oversee academic, social, and/or cultural programming designed to meet needs of transfer students
3. Assist with transfer student orientation, program planning, and presentations throughout the year
4. Serve as TSS representative for prospective transfer students from the Office of Admissions
5. Manage Binghamton University B-Engaged databases
6. Manage social media on the office Facebook, Twitter, Instagram, and Snapchat accounts
7. Manage Transfer Student Services general email account and respond to all inquiries in a timely manner
8. Assist with supervision of student staff and/or volunteers (i.e., interns)
9. Produce and disseminate regularly scheduled e-newsletters to transfer students via B-Engaged
10. Work with the assistant director on creating an annual report
11. Assist and collaborate with the Binghamton Advantage Program (BAP) Graduate Assistant (GA) for events, programs, and workshops when needed
12. Occasional weekend and/or evening hours are required for specific events sponsored by the office (These hours count toward the 20-hour work week)
13. Other duties as assigned

Qualifications:

- Candidates must be accepted into a Binghamton University graduate program for the 2021-2022 academic year. Preference will be given to students in Student Affairs Administration and Public Administration programs.
• Knowledge of transfer student needs and concerns is preferred
• Experience working with students, specifically in student affairs
• Prior supervisory experience is preferred but not required
• Proficiency using Excel spreadsheets, Microsoft Word and Publisher (or other software appropriate for creating newsletters) is required
• Event planning or student programming experience 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 Transfer Student Services 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.