Division of Diversity, Equity and Inclusion

**Engagement Program Assistant**

**Job Summary:**
The Engagement Program Assistant (Engagement PA) will support the Division of Diversity, Equity and Inclusion and its sub-departments with engagement initiatives to include alumni engagement, development, advancement and graduate student programming.

**Hours and Compensation:**
- The Program Assistant will work 10 hours a week beginning August 11th or as soon as reasonably possible.
- The position is paid $13.25 an hour for up to $4,664 per semester.

**Duties and Responsibilities:**
The duties and responsibilities of the MRC PA shall include, but not be limited to, the following:
- **Assist with planning and coordination of diverse engagement events for alumni such as Alumni of Color Reunion and alumni mentoring opportunities**
- **Work with university advancement staff to develop and expand giving opportunities with a diversity and inclusion focus**
- **Assist with the creation of diversity initiatives for graduate students with the support of The Graduate School**
- **Attend phase 1 and phase 2 cultural competency training**
- **Conduct assessments, research and benchmarking surveys as needed**
- **Attend regular supervision and staff meetings; review literature as provided**
- **Perform other duties assigned by the Division of Diversity, Equity and Inclusion staff, as requested**

**Supervision:**
The DEI Associate Chief Diversity Officer directly supervises the Engagement Program Assistant. However, other Division of Diversity, Equity and Inclusion staff may direct some position responsibilities.

**Preferred Skills and Eligibility:**
- **Must have a bachelors degree or be enrolled as a graduate student**
- **Excellent customer service, written, and oral communication skills**
- **Experience in event planning, logistics, fundraising, writing, and publicity preferred**
- **Knowledgeable about Binghamton University, Binghamton University Student Association, and/or graduate and cultural student populations**
- **Some night and weekend hours are required**
- **Students enrolled in MBA, MPA, CCPA PhD or Student Affairs Administration programs are strongly encouraged to apply**

Contact Tanyah Barnes, DEI diversity fellow, at (607) 777-3654 or e-mail tbarnes@binghamton.edu if you have any additional questions.