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 January 21st 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.