Job Description

Position Title: Degree Completion and Awards Graduate Assistant
Department: The Graduate School
Pay Level: Stipend

Description of Position:

The Degree Completion and Awards graduate assistant will work directly with the Degree Completion and Awards secretary on awarding graduate-level degrees and certificates during the Fall, Spring, and Summer graduation cycles, as well as preparing student theses and dissertations for binding and publication. Additionally, the GA will aid in awarding graduate fellowships, scholarships, travel and excellence awards. The position requires qualified writing and communication skills, basic aptitude for using various computer databases, as well as an attitude of professional and friendly customer service.

Essential Job Functions:

- Helping to maintain the graduation and funding awards email accounts. This includes:
  - Answering any questions that graduate candidates may have about their degrees, diplomas, papers, and degree requirements
  - Filing electronic offer letters for the departmental TA/GAs
  - Tracking submitted applications for various graduate fellowships, scholarships, and travel awards.
- Helping to maintain the GAFD (Graduate Application for Degree) list of potential graduation candidates; this includes:
  - Using the Banner system to input candidacy
  - Keeping track of required final paperwork as it is submitted
  - Collaborating with the Graduate School data analysts to create reports on graduate candidates for departmental review
- Help generate campus-wide reports on GA/TA employment
- Prepare papers for publication
  - Help review graduating students’ Theses and Dissertations for proper formatting
  - Print binding memos and pack hard copies for shipment
- Aid in processing graduate assistantships, scholarships, and fellowships

Experience/Requirements

Position only open to current Binghamton University graduate students. The candidate must possess:

- Strong writing skills: attention to facts, details, and accuracy
• Strong computer skills: ability to learn and use new databases, organize electronic files/forms/applications, basic understanding of Microsoft Word and Excel Spreadsheets
• Ability to dissect and digest complex systems, analyze data and apply conditional logic.
• Ability to form collaborative working relationships with others, including academic departments
• Excellent customer service skills

Application Instructions:

Persons interested in this position should send an email to gradsch@binghamton.edu with the subject line ‘Graduate Assistant – Degree Completion. Please attach a cover letter, résumé / CV, and three references to your email.

If you have any questions about the position or how to apply, please contact:

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