Program Title: GCOS Program Coordinator

The Graduate Community of Scholars (GCOS) is a campus support network that was first established for students within the Clark fellowship Program and the Alliance for Graduate Education and the Professoriate (AGEP); it has since evolved to include the larger body of all graduate students at Binghamton University. With funding from the Graduate School, the core objectives are to enhance the academic experiences and professional development of graduate students through:

– Career and professional development workshops
– Grant seeking and writing opportunities

Essential Job Functions

• Primary GCOS Duties
  o Work with the Associate Dean of the Graduate School to organize, advertise and implement professional development workshops in accordance with the BU-PREP agenda for the Fall, Winter and Spring semesters. There must be at least 5 workshops per Fall and Spring semester and one dissertation bootcamp during the winter semester.
  o Compile attendance and evaluation data from GCOS programming for use in compiling annual reports
  o Responsible for EPO and Sodexho accounts as well as University Union room reservation accounts

• Clark Fellowship program
  o Organize events for the Clark fellowship program including welcome receptions, end of semester gatherings and other events as needed.
  o Track and record the participation of fellows in the GRD courses.

• Web and Social Media Communication
  o Responsible for updating GCOS Twitter, Facebook, Survey Monkey, Clark Listserv accounts as well as GCOS webpage.
  o Keeping graduate students and Clark fellows apprised of all GCOS programming and related events
  o Preparing semester and yearly events reports. These reports ideally include the nature of the event, attendees, and statistics on distribution of majors, interests and status of attendees.

• TA Orientation
Assist with the planning and implementation of the Annual TA orientation

Skills/Eligibility Requirements:

- A graduate student, preferably course complete and/or ABD status
- Computer Proficiency. Familiarity with the following software: Microsoft Word, Excel, Power Point, Publisher, Omni Update, Google Calendar as well as web literacy such as Twitter, Facebook, Survey Monkey, and Listservs.
- Knowledge of GCOS is preferred.
- Knowledge of Clark Fellowship Program.
- Knowledge of the services offered and functions of university offices such as OCC, GSO, Ombudsman, Fleishman Center for Career and Professional Development, and Research Foundation.
- Experience working with graduate students and faculty
- Organizational skills, attention to detail and accuracy all required
- Excellent interpersonal and communication skills, including tact, patience and a collaborative attitude.

Application Instructions:

Persons interested in this position should send an email to gradadmission@binghamton.edu with the subject line ‘GCOS Program Coordinator’. Please attach a cover letter, resume / CV and three references to your email.

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

Dr. Sarah S. Lam
Associate Dean
The Graduate School
sarahlam@binghamton.edu