Binghamton University - Residential Life
Student Manager Supervisor

Residential Life serves the needs of 7,000+ residents through a system of six residential colleges. We strive to support the academic mission of the University by providing residents with a living-learning experience through our collegiate structure. We are strongly committed to the celebration of diversity and actively seek staff members who can serve as role models and have the ability to work with a widely diverse student population.

Description
Residential Life is seeking a graduate student to serve as the Student Manager Supervisor. As a Residential Life staff member, the GA will support Residential Life’s vision to challenge and support our students’ holistic development. Anticipated educational outcomes include developing supervision, administrative and prioritization skills.

Duties and Responsibilities
- Provide training at beginning of each semester and ongoing training throughout the year
- Complete hiring process for student managers for next academic year
- Review and approve reservations for spaces including C4’s multipurpose room
- Responsible for day-to-day management of reserved spaces including submission of work orders, assisting with technical equipment, and ordering of supplies
- Work with area offices staff regarding reservations for managed spaces
- Work with support staff to manage timesheets and payroll systems
- Communicate with appropriate staff regarding building access for student managers, ensure building is locked for break, and open for specific events
- Maintain budget, with a focus on salary costs, materials purchased and work order expenditures

Qualifications
- Students must be accepted into a Binghamton University Graduate program for the 2016-2017 academic year, with preference given to those enrolled in Student Affairs Administration.
- Candidates must have completed a bachelor’s degree
- Previous experience with supervising other employees preferred
- Strong organizational, administrative, communication, leadership, and decision-making skills
- Candidates applying for the Student Manager Supervisor Graduate Assistantship should already have applied for admission to graduate school. Check with your graduate program for important deadlines. Candidates are responsible for applying to graduate school and completing all requirements for admission, as appointment to the Student Manager Supervisor Graduate Assistantship position is contingent upon acceptance into a degree-granting graduate program at Binghamton University.
- Interviews for the Student Manager Supervisor Graduate Assistantship may be scheduled and conditional offers made prior to acceptance into a graduate program.
- Student Manager Supervisor GAs must maintain a 3.0 grade point average throughout their appointment.

Remuneration
This assistantship includes a base stipend for the academic year of $9,400 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 is expected. Tuition scholarships may be available.

To Apply
Persons interested should submit the general application on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two (2) professional references to J.J. Brice in Residential Life at jbrice@binghamton.edu. Please indicate that you are applying for the Student Manager Supervisor Graduate Assistantship.