Binghamton University
Graduate Assistantship – Promise Zone Volunteer Coordinator (2 Positions Available)

Promise Zone is an organization that utilizes a university-assisted community school framework, in which the school serves as a hub for all of the educational, physical, emotional, and social needs of the child, and where parents have access to resources to help their children succeed. Graduate Assistants will work closely with both the Center for Civic Engagement (CCE) and the Broome County Promise Zone (PZ) in one of five local school districts: Binghamton, Johnson City, Union Endicott, Whitney Point, or Windsor.

Description of Duties:
The GA will work with the PZ program at one of the five school districts, and will help to coordinate and manage volunteers in order to help meet the mission. This person will serve as a liaison between the CCE, PZ, school administration, and prospective volunteers.

The Graduate Assistant will manage requests from individuals on campus - including students, student groups, faculty, and staff - who are interested in pushing-in to volunteer in the host school district. The GA will then place individuals into volunteer positions based on program priorities and identified school needs. The GA will be responsible for providing basic orientation to volunteers (including reviewing school regulations, safety procedures, appropriate interactions with youth, responsibilities, etc.) This position will also require close collaboration with the CCE’s Youth Engagement Coordinator (another GA) who will assist with program promotion and volunteer recruitment efforts.

The Graduate Assistant will report directly to the CCE Director and work closely with the Promise Zone Site Coordinator at the school site. Additional responsibilities of the position include: monitoring progress of volunteers and their initiatives, assisting volunteers in problem solving, assessing outcomes of initiatives, evaluating effectiveness of programming, collecting data, and compiling final reports.

Job Requirements:
Flexibility, reliability, and strong time management skills are essential. Work will include daily, weekly, and longer term assignments that must be accomplished on deadline. The GA must be able to work within current priorities and able to adjust as new directions are introduced. The GA must also be able to communicate effectively and collaborate with people of varying positions within a school and professional setting. He/She may expect a wide variety of experiences within a professional school setting, opportunities to propose and implement new ideas, a reasonable workload, good communication, and frequent feedback about job performance. This position requires the GA to have reliable personal transportation.

Qualifications:
Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year and hold a Bachelor’s degree. The successful candidate should possess:

Computer Skills:
- Mastery with Microsoft Office Products and Google products (Drive, Mail, and Forms)
- Experience with producing items for electronic and print communication
- And/or understand the format and functioning of the existing structures and be willing to utilize campus training resources offered

Other Skills
- Strong organizational skills
- Superior interpersonal and communication skills, spoken and written
- Ability to work/lead in a team environment, flexibility, work with quick deadlines, take direction and work cooperatively with volunteers, coworkers, and school administration

**Experiences – preferred but not required**
- Participation in classes with significant service or education components
- Voluntary service in community
- Active involvement with college/university groups and service activities

**Stipend:**
This assistantship includes a salary 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.

**To Apply**
Persons interested should submit the general application on the [Student Affairs website](https://studentaffairs.binghamton.edu/), resume, letter of interest summarizing qualifications and relevant experience, 1-3 page writing sample (part of a paper is fine), and the names and contact information for two (2) references from past or present faculty, administrators, or employers to Alison Handy Twang, Interim Assistant Director at [cce@binghamton.edu](mailto:cce@binghamton.edu).