Binghamton University - Center for Civic Engagement/Windsor Central Schools
Graduate Assistantship – Campus Partnerships Coordinator

The Graduate Assistant will join a team of graduate, undergraduate workers, volunteers, interns, and professional staff to support the service and educational programs offered through the Center for Civic Engagement (CCE). The team handles information and referral for civic engagement, volunteer, and service-learning opportunities; conducts research and develops reports; guides students and student groups in service activity/event planning; and works to recognize student and faculty achievements.

**Description of Duties:**
The GA coordinates programs and support activities for youth at the Windsor Central School District. This GA will act as a liaison with the CCE, Windsor Central Schools, and other campus and community partners as it relates to youth engagement at Windsor. Some examples of campus partners and programs are:

- Graduate School of Education (GSE)
  - Bearcat Academy
  - GSE classes taught at Windsor
  - Transition Academy
- Promise Zone
  - After School Programming
  - Mental Health Outreach coordination
- Liberty Partnerships

The GA will be responsible for acting as the liaison between these programs, the CCE and Windsor School District. This will include communicating with Youth Programs Coordinator (in the CCE) for volunteer needs, collaborating with the GSE, Promise Zone and Liberty Partnerships while working to develop further connections for the campus and school. The GA will coordinate transportation for student volunteers, work collaboratively with other GAs on the Community Schools team, and may be responsible for writing articles and conducting outreach for current programming. In this role there will also be administrative help required for the district office as it relates to partnerships on and off campus.

As an innovative office and school district, new initiatives are launched each semester - many conceived of and developed by the GAs. This GA will be responsible for meeting with community and campus partners to assess programming needs and opportunities in Windsor. All members of the CCE team participate in brainstorming, planning and support for each new activity or event.

The Graduate Assistant reports primarily to the CCE Assistant Director but also works closely with the Assistant Superintendent of Instruction at Windsor and provides assistance to professional staff.

**Job Requirements:**
Flexibility, reliability, and strong time management skills are essential. Work will include daily, weekly, and longer term assignments that must be accomplished by set deadlines. The GA must be able to work within current priorities and able to adjust as new directions are introduced. The GA may expect a wide variety of experiences within a professional office setting, opportunities to propose and implement new ideas, a reasonable workload, good communication and frequent feedback about job performance. The GA must be able to spend approximately 10 hours a week at the Windsor Central School District and the other 10 hours at the CCE. As there is limited transportation to the school, candidates are strongly encouraged to have their own form of 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

**Other Skills**
- Strong organizational skills
- Superior interpersonal and communication skills, spoken and written
- Ability to work/lead in team environments, be flexible, work with fast deadlines, take direction and work cooperatively with students and staff members
Experiences preferred but not required

- Experience in youth-serving programs/settings
- Participation in classes with significant service 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, 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.