Binghamton University - Center for Civic Engagement
Graduate Assistantship – Youth Engagement Coordinator

The Graduate Assistant will join a team of undergraduate workers, volunteers, interns, and professional staff to support the service and educational programs offered through the Center for Civic Engagement. 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 area youth. In addition, as an innovative office, new initiatives are launched each semester at CCE, many conceived and developed by the GAs. All members of the CCE team participate in brainstorming, planning and support for each new activity or event.

The Graduate Assistant reports to the CCE Director and provides assistance to professional staff. Primary responsibilities include: recruiting and meeting with undergraduate students, developing and overseeing community and school-based activities for youth, designing and preparing promotional materials (as needed), and communicating and sharing the office workload with other team members. The Graduate Assistant attends staff meetings, interacts with community professionals, meets with student groups, assists with publicity, and maintains regular hours to serve as a resource for students and organizations. There is some potential for research, proposal preparation, and grant seeking.

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 the 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.

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 approximately $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, depending on availability. The successful candidate may also have opportunities to attend applicable conferences, contingent upon satisfactory performance and evaluation.

TO APPLY: Persons interested should submit the general application found on the Student Affairs website, résumé, letter of interest summarizing qualifications and relevant experience, 1-3 page writing sample (part of a paper is fine), reference names and contact information for three individuals to Alison Handy Twang, Interim Assistant Director at cce@binghamton.edu.