Employer Relations & Career Consulting Assistant
2016-17 Academic Year

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2016-2017 academic year. The Alumni & Employer Outreach Team offers an on-campus recruiting program, the Job and Internship Fairs and support the hireBing online system to assist students in career exploration and obtaining internships and full-time employment. This position will assist the Employer & Alumni Outreach Team while also working with Binghamton students in walk-in career consulting hours.

Position Description:
The Employer Relations & Career Consulting GA will:

- Research employers to help identify internships and full-time employment opportunities; data mine using online resources such as LinkedIn;
- Collaborate with Fleishman Center and other Binghamton University staff to outreach to organizations, highlight Binghamton University and its high-quality students, and cultivate ongoing mutually-beneficial relationships;
- Support the day-to-day operations of the on-campus recruiting program;
- Support the Employer Services team administratively and with programs and events;
- Provide one-on-one career development and internship/job search assistance for undergraduate and graduate students through regularly scheduled walk-in hours for approximately 10 hours/week.
- Assist with planning, organizing and executing program activities including special events, projects, seminars and classes
- Use PowerPoint to prepare presentations for Employer Relations
- Use Excel to compile information, statistics, perform calculations, and logging records
- Gather information/research for statistical data of current progress as a department and compile into figures and reports
- Serve as on call/backup for Employer Information Sessions; assist with training student hosts and monitoring information session feedback

Required Qualifications:

- Must be enrolled full-time in a Binghamton University graduate program for duration of assistantship assignment;
- Must possess strong oral/written communication skills and technological expertise in business management tools including spreadsheets, word processing, presentation tools, LinkedIn, and databases
- Must be very personable with demonstrated strengths in working well with a diverse group of individuals including faculty, staff, industry partners, alumni, students and visitors
- Must be able to multi-task and change direction as program needs require
- Must be highly self-motivated, detail-oriented, and organized
- High level of professionalism;
- Must be able to work 20 hours per week during 8:30am-8:00pm Monday-Friday;
- Must be available to attend Fleishman Staff Training: 8/16-19 and 8/22.

Compensation:
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 through individual academic departments.
The Graduate Assistantship will be a 20-hour per week, 9-month academic year appointment. It is anticipated that the assistantship will be for two consecutive academic years for Master's candidates, however, due to funding and performance considerations, the position will be offered as a single semester appointment, subject to renewal, and will be contingent on an applicant being accepted and maintaining enrollment in an appropriate graduate program at Binghamton University.

Apply:
Interested candidates should submit the general application found on the Student Affairs website in the right hand corner under "Related Links", a cover letter, a résumé and a document listing three references to Erin Cody, Senior Assistant Director, Fleishman Center for Career and Professional Development, P.O. Box 6000, Binghamton University, Binghamton, NY 13902-6000 via email at erin.cody@binghamton.edu. Applicants are strongly encouraged to review the Fleishman Center's resume and cover letter resources prior to submitting documents. Position available: August 2016. Deadline to apply: 3/15/16.

In keeping with our commitment to build a culturally diverse community, Binghamton University invites applications from women, people with disabilities, and members of minority groups.