Experiential Education and Career Consulting Graduate Assistant
2016-2017 Academic Year

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2016-2017 academic year. The Fleishman Career Center offers career consulting and internship and job search assistance to all students at Binghamton University, and seeks a candidate who can help uphold the mission and goals of the department.

Position Description:
The Experiential Education and Career Consulting GA will:
- Provide one-on-one career development and internship/job search assistance for undergraduate and graduate students through regularly scheduled hours
- Work with Fleishman staff and B-Engaged administrators to support B-Engaged (co-curricular transcript) initiative through education, promotion and data collection;
- Support the Academic Internship Coordinator in providing Career Development Centralized Internship Program (CDCI) Info Sessions and enhancing the internship program;
- Provide additional student career development assistance through programs such as the mock interview program.
- Present career programming by request to campus groups
- Attend weekly staff meetings on Wednesdays 9-10:30am and monthly in service trainings

Qualifications:
- Must be enrolled full-time in a Binghamton University graduate program for duration of assistantship assignment;
- Excellent written, oral, and interpersonal communication skills a must;
- Experience working with college students and/or counseling/advising experience a plus;
- Must be able to work 20 hours per week during 8:30am-8:00pm Monday-Friday;
- Must be available to attend Fleishman Staff Training: August 16-19 and 22, 2016.

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.

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, 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 to erin.cody@binghamton.edu. Applicants are strongly encouraged to review the Fleishman Center’s resume and cover letter resources prior to submitting documents.

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.