Interviewing & Career Consulting Graduate 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 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 Interviewing & Career Consulting GA will support the mock interview program in conjunction with the International Career Consultant, including recruiting and helping to train graduate student mock interview volunteers. The GA will also be trained in appropriate career consulting methods in order to:

• Provide one-on-one assistance for undergraduate and graduate students through regularly scheduled walk-in hours;
• Train graduate volunteers to conduct mock interview appointments and coordinate logistics for volunteers
• Present career-related programs to diverse groups of students;
• Conduct mock interviews with undergraduate and graduate students.

Qualifications:
• Enrolled full-time in a Binghamton University graduate program for duration of assistantship assignment;
• Excellent written, oral, and interpersonal communication skills;
• Must be able to work 20 hours per week during 8:30am-8:00pm Monday-Friday;
• Experience working with college students and/or counseling/advising experience a plus;
• 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.

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 to 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.