Binghamton University – Dean of Students
Local Commuter Program Graduate Assistantship

There are approximately 800 local commuter students who attend Binghamton University. These students commute to campus, have attended high school within the local area, and often live at home with their family members. The Local Commuter Program is a new program established in Fall 2013 in response to a needs-based assessment that revealed dissatisfaction among many of these local commuter students. The Local Commuter Program has grown in just one semester, and includes a Local Student Lounge, a mentor program, a monthly newsletter, various academic and social events, a Babysitting Name Exchange service, social media and website pages, and an intramural sports team. An assessment conducted at the end of the first semester provided positive results, including comments such as:

- “It helps students to have more success in transitioning to college life when being a commuter. It is truly helpful and provides ways for commuters to be involved while they do not live on campus.”
- “This is a wonderful program offered at BU! It’s a great way to make students feel that we “fit in!” I look forward to more opportunities in the future!”
- “I can honestly say that this program and all of the events that were held, the lounge, the friendly mentors, and the other people I’ve met through it have made my entire Binghamton experience so much better. I’m actually really happy here now and without the program I would’ve transferred.”

The Dean of Students Office is seeking one graduate student to fill a Graduate Assistantship (GA) as Local Commuter Coordinator to keep the momentum and spirit alive for the Local Commuter Program. Local Commuter students can be a needy population in that creating a sense of belonging and pride for their school can be difficult, being that they spend so little time on campus for class and often hold an outside job. For this reason, continuing to maintain and expand the Local Commuter program and its services is vital to the students’ success at Binghamton.

The LC Program has gained visibility in the past semester and is planning on increasing its services this semester, as well as expanding its partnerships with Discovery, the Undergraduate Admissions Office, and OC3.

Description
Anticipated educational outcomes include: the ability to gain direct experience supervising seven student mentors; the opportunity to create new and innovative programming initiatives and events; the chance to develop marketing techniques to reach this student population; the development of professional organizational skills; the opportunity to assist with other Off Campus College matters.

Students must be accepted into a Binghamton University Graduate program for the 2016-2017 academic year. Preference is given to those enrolled in Student Affairs Administration.

Duties and Responsibilities
- Supervise a group of seven undergraduate interns
- Coordinate various academic events (i.e. CDC counselor personal advising in lounge, Academic Information Network list)
- Coordinate various social events on and off-campus (i.e. BU Basketball game, Trivia Night off-campus, Finals Potluck Party)
- Act as an interactive presence at university-wide events such as Homecoming and Spring Fling
- Manage Babysitting Name Exchange Service
- Maintain the Facebook page and Local Commuter website
- Organize a free monthly brunch
- Create a monthly newsletter to be distributed to the 800 students
- Lounge upkeep
- Maintain budget
- Hold an Open House Kickoff for incoming students at the start of the semester
- Hire and train new mentors (primarily at the end of the academic year)
• Update and maintain Listserv through work with the SAASI Office
• Develop branding/marketing and outreach information for the Local Commuter Program

Qualifications
• Strong organizational skills and ability to manage multiple priorities
• Ability to work interdependently with professional staff, other graduate students, and undergraduate students
• Ability to update web-based materials
• Capability to be innovative and creative

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. Tuition scholarships may be available.

TO APPLY
Persons interested should submit the general application on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two (2) references to dos@binghamton.edu. Reference the Local Commuter Program assistantship.