The Dean of Students staff works with campus and community organizations to provide a number of services to assist students and, in some cases, their families and friends. Sometimes our assistance comes during an emergency or crisis. Other times it might be to find a resolution to a less dire situation. These services may include assistance with academic issues, outreach and advocacy for students, or coordination with other appropriate Binghamton University offices. Though our office does not provide counseling services, we do answer questions, make connections and work to solve student problems. We are also a primary resource for parents and guardians.

Description
The Dean of Students Office is seeking one graduate student to fill a Graduate Assistantship (GA). Anticipated educational outcomes include the ability to gain direct experience working with national and state policies affecting higher education institutions; the opportunity to benchmark programs and services based on research of national programs and campus initiatives; develop professional organizational skills and assist with departmental assessment tools.

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

- Develop branding/marketing and outreach information for Dean of Students Office and help to promote departmental services to university community
- Research best practices for handling Alcohol and Other Drug (AOD) policy, make recommendations for university policies and institutional decision making
- Assist with compiling data for all DOS Offices
- Assist offices within Dean of Students: Case Management, Off-Campus Services, Campus Activities, Student Conduct, and Fraternity and Sorority Life with programming and other efforts
- Work on Family Weekend and Homecoming planning and events

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

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. Please reference the Dean of Students Programming position.