Binghamton University – Dean of Students
Case Management IVP Graduate Assistantship

The Dean of Students Case Management 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, work to solve student problems, provide training and presentations. We are also a primary resource for parents and guardians.

Description
The Dean of Students Case Management team is seeking one graduate student to fill a Case Management IVP Graduate Assistantship (GA). Anticipated educational outcomes include the ability to gain direct experience working with national and state policies affecting higher education institutions; have a more complete understanding of the different tools and resources available for students; further develop the GA’s ability to conduct effective trainings with staff and other students; market trainings and other outreach 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 and market outreach information and engage in outreach for Dean of Students Case Management Advocate by helping promote departmental services to university community, including but not limited to Interpersonal Violence information and response
- Participate in work related educational and training programs
- Develop training assessment tools
- Analyze, interpret, and report on data
- Work on projects and committees as assigned

Qualifications
- Strong organizational and presentation skills and ability to manage multiple priorities
- Ability to market programs through social media
- 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 specify CASE MANAGEMENT IVP assistantship.