Binghamton University - Residential Life
Graduate Assistantship - Undergrounds Programming Advisor

Late Nite Binghamton is a branch program of Residential Life that provides positive leisure opportunities to students on weekends (Friday to Saturday). This is accomplished by offering a variety of activities such as movies, music, comedy, sports, crafts, novelties, and games. Late Nite Binghamton prides itself in providing an outlet for students to express their creative abilities.

Description
Late Nite Binghamton is looking for a graduate student to serve as the Undergrounds Programming Advisor. This position requires a willingness to work weekends and late nights and an average commitment of 20 hours per week, including alternate Friday and Saturday nights, generally 8 pm to 2:30 am.

Duties and Responsibilities
• Work with the Program Coordinator to draft contracts and ensure payment of performers in The Undergrounds Coffeehouse
• Responsible for inventory of all items in the Undergrounds used during Late Nite and weekday programs
• Oversee advertisement and marketing for The Undergrounds with the Promotions Committee
• Directly supervise the Undergrounds Programming Assistant and Head Sound Technician. Lead team meetings weekly
• Assist in coordinating, scheduling, and training for undergraduate student workers
• Oversee set-up and tear down of events
• Encourage and coordinate Late Nite programming with student groups
• Organize and lead the weekly Campus Activities Board meetings
• Coordinate shopping trips for assigned weekends’ supply needs
• Maintain and organize the storage of Late Nite & Undergrounds equipment
• Commit 20 hours of work per week, 10 of which must be spent as office hours, spread over at least 3 days per week

Qualifications
Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year.
• A full time graduate student
• Leadership and team experience
• Experience in student activity programming
• Computer skills
• Ability to improvise and make decisions
• Great communication skills
• Superb organizational skills
• Familiarity with popular culture
• Phenomenal multi-tasking skills
• Driver’s License required

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 but are not guaranteed.

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 from past or present faculty, administrators, or employers to Jeremy Bowker at jbowker@binghamton.edu.

For questions specifically related to this position, e-mail Jeremy Bowker at jbowker@binghamton.edu or call (607) 777-2812.