Binghamton University - Parent and Family Programs
Graduate Assistantship (and possible Summer 2016 Internship)

Parent and Family Programs at Binghamton University seeks a part time Graduate Assistant for the 2016-2017 academic year. Parent and Family Programs supports student success through engagement with parents and family members. Parent and Family Programs enhances parent and family relationships with the University, and seeks a candidate who can help uphold the mission and goals of the department.

Position description:
- Assist with planning and organizing major campus events that include parents and families such as Family Weekend, Move-In Weekend, Summer Send-Offs, Open Houses, etc.
- Work closely with parent volunteers. This includes our Parents Leadership Council members who have a focus on fundraising, as well as our Regional volunteers who host events and reach out to prospective families.
- Assist in collecting and providing updated and consistent communication to parents through means such as the monthly e-newsletter, Parent Connect, and the “Binghamton Bearcat Family Association” Facebook page
- Appropriately direct parent questions or concerns through email or phone calls
- Assist in development of new services such as a monthly Webinar series for parents
- Create assessment tools for parents to provide feedback to office and university
- Work with community businesses interested in sponsoring campus events
- Work with Creative Services on promotional materials as well as website design

***Occasional weekend and/or evening hours will be required of the GA to run specific events sponsored by the office. These hours count toward your 10 hour work week.

Qualifications:
- Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year. Specific preference will be given to students in Student Affairs Administration, Public Administration, or Leadership.
- Strong organizational skills and ability to manage multiple priorities
- Ability to work interdependently with professional staff, and other graduate students
- Ability to update web-based materials
- Proficiency using Excel spreadsheets, Microsoft Word, and Publisher is required
- Excellent written, oral, and interpersonal communication skills are required
- Event planning or student programming experience is required

***Preference will be given to a candidate that can complete an academic internship with the office during Summer 2016.

Compensation:
This assistantship includes a salary stipend for the academic year of $4,700 paid biweekly. Ten (10) hours of work per week are required. 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. Tuition scholarships may be available.

Apply:
Interested candidates should submit the general application found on the Student Affairs website, found under “Related Links” on the right hand side, a cover letter, a résumé and a document listing two references to Morgan Appel Kenyon, Parent and Family Programs coordinator, via email at mappel@binghamton.edu.
Deadline to apply: April 15, 2016.