Binghamton University – Transfer Student Services

Graduate Assistant

The Transfer and Veteran Services Office operates under the Division of Student Affairs. The office supports Binghamton University transfer and veteran students by providing programming, mentoring, advice, information, and by promoting campus and community involvement. We are here to help make the transition to Binghamton as smooth as possible and a positive experience for all transfer students.

Description:
The Transfer Services Graduate Assistant position plays an important role in this office. The GA will be responsible for assisting the Assistant Director in outreach to transfer students, marketing the office, intern and volunteer coordination, and planning transfer specific programs and activities.

Duties and responsibilities:
- Answer email and in-person requests for information from transfer students.
- Assist students by investigating and then providing answers to their questions.
- Make updates to the transfer office web page.
- Manage social media on the office Facebook, Twitter and Instagram accounts.
- Assist with the oversight of the interns and volunteers working in the office; train interns, assign tasks and assist them as needed.
- Work with the assistant director on creating an annual report based on transfer student data collected
- Assist with transfer student orientation and planning.
- Create newsletters, brochures and other marketing materials for the office.
- Work with the students on the weekly office newsletter articles and then set up the articles in MailChimp for distribution
- 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 20 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
- Knowledge of transfer student needs and concerns is preferred
- Experience working with students, specifically in student affairs.
- Prior supervisory experience is preferred but not required.
- Proficiency using Excel spreadsheets, Microsoft Word and Publisher (or other software appropriate for creating newsletters) is required.
- Excellent listening and problem solving skills.
- Event planning or student programming experience required

Stipend:
This assistantship includes a salary stipend of $9,400 for the academic year, 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 are required. Hours which are not events must be completed in the Transfer Services office location. Tuition scholarships may be available.
To Apply:
Persons interested should submit the general application located on the Student Affairs website. A resume, letter of interest summarizing qualifications and relevant experience, a sample of writing (2-3 pages), and the names and contact information for two (2) references can be sent to Zach DuBord at zdubord@binghamton.edu. Applications will be reviewed when received and should be submitted as soon as possible, but no later than March 15th.

For questions specifically related to this position, contact the office at (607) 777-3868.