Binghamton University - Center for Civic Engagement  
College Access Coordinator, Bridging the Digital Divide Project

The Graduate Assistant will join a team of graduate and undergraduate workers, volunteers, interns, and professional staff to support the service and educational programs offered through the Center for Civic Engagement. The team handles information and referral for civic/community engagement, volunteer, and service-learning opportunities in the local area; conducts research; guides students and student groups in service activity/event planning; and works to recognize student and faculty achievements.

Description of Duties:
The Graduate Assistant will serve on a collaborative college access project to support local community members in their efforts to access and succeed in higher education. Project partners include Binghamton University, SUNY Broome Community College and Broome County Promise Zone. The GA will coordinate efforts to reduce barriers related to technology access or knowledge, including setting up community computer labs, coordinating computer literacy courses/workshops, recruiting student volunteers to provide technical assistance, and supporting program participants with questions related to use of technology for online courses, Blackboard, online applications, FAFSA completion, etc. Some local travel will be required. These efforts will take place as part of the CCE’s Bridging the Digital Divide Project, which partners with local organizations to reduce barriers to technology access and knowledge for community members, and the GA will work collaboratively with the BDDP Coordinator, who is another GA at CCE.

The GA will also support BC HEARS general volunteer needs, including recruitment and interviewing prospective volunteers, communicating with BC HEARS staff regarding volunteer needs, and collecting volunteer output data.

The Graduate Assistant will report to the CCE Assistant Director and provide assistance to professional staff. Graduate Assistants attend staff meetings, interact with community professionals, meet with student groups, assist with publicity, and maintain regular hours to serve as a resource for students and organizations.

Job Requirements:
Flexibility, reliability, and strong time management skills are essential. Work will include daily, weekly, and longer term assignments that must be accomplished by the deadlines. GAs must be able to work within current priorities and able to adjust as new directions are introduced. GAs may expect a wide variety of experiences within a professional office setting, opportunities to propose and implement new ideas, a reasonable workload, good communication and frequent feedback about job performance.

This position requires the GA to have reliable personal transportation.

Qualifications:
Candidates must be accepted into a Binghamton University graduate program for the 2017-2018 academic year and hold a Bachelor’s degree. The successful candidate should possess:

Computer Skills
- Mastery with Microsoft Office Products
- Experience with producing items for electronic and print communication
- And/or understand the format and functioning of the existing structures and be willing to utilize campus training resources offered

Other Skills
- Strong organizational skills
- Superior interpersonal and communication skills, spoken and written
- Ability to work/lead in team environment, be flexible, work with fast deadlines, take direction and work cooperatively with students and staff members.

Experiences—preferred but not required
- Participation in classes with significant service components
Voluntary service in community
Active involvement with college/university groups and service activities

Stipend:
This half-time assistantship includes a salary stipend for the 2017-18 academic year of $4,700, 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. Ten hours of work per week is expected.

TO APPLY: Persons interested should submit the general application found on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, 1-3 page writing sample (part of a paper is fine), reference names and contact information for three individuals to Alison Handy Twang, Assistant Director, at cce@binghamton.edu. Applications will be accepted until the position is filled.