Binghamton University - Center for Civic Engagement
Service Programs Assistant (2 Positions Available)

The Graduate Assistant will join a team of 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 GA will coordinate student outreach and provide support for major events and programs, such as the Community Opportunities Fair, CHOW Walk, Global Service Fair, Bridging the Digital Divide Project, Passion to Action workshop series, Health Engagement Advocates in Local Communities (HEALS), and days of service. In addition, as an innovative office, new initiatives are launched each semester at CCE, many conceived and developed by the GAs. All members of the CCE team participate in brainstorming, planning and support for each new activity or event.

The Graduate Assistant will report to the CCE Assistant Director and provide assistance to professional staff. Primary responsibilities include: meeting with undergraduate students engaged in service, coordinating and planning events, designing and preparing promotional materials, and communicating and sharing the office workload with other team members. 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.

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 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.
To Apply:
Persons interested should submit the general application 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), and the names and contact information for two (2) references from past or present faculty, administrators, or employers to Alison Twang, Assistant Director, at cce@binghamton.edu.