Experiential Education and Career Consulting Graduate Assistant
2017-2018 Academic Year

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2017-18 academic year. The Fleishman Career Center offers career consulting and internship and job search assistance to all students at Binghamton University, and seeks a candidate who can help uphold the mission and goals of the department.

Position Description:
Following active participation in intensive training, the Experiential Education and Career Consulting GA will:
• Deliver one-on-one career development sessions on topics such as resume, cover letters, interviewing, internship and job search for undergraduate and graduate students through regularly scheduled hours
• Conduct mock interviews with students
• Present career programming by request to campus groups
• Work with Fleishman staff and B-Engaged administrators to support B-Engaged (co-curricular transcript) initiative through education, promotion and data collection
• Use Excel to compile information, statistics, perform calculations, and logging records
• Support the Internship & Career Consultant in providing Career Development Centralized Internship Program (CDCI) Info Sessions and enhancing the internship program
• Publicize and participate in various CDCI events that take place throughout the year
• Attend weekly staff meetings on Wednesdays 9-10:30am and monthly in service trainings
• Will be evaluated based on the National Association of Colleges and Employers’ (NACE) Competencies

Qualifications:
• Must be enrolled full-time in a Binghamton University graduate program for duration of assistantship assignment
• Must be very personable with demonstrated strengths in working well with a diverse group of individuals including faculty, staff, industry partners, alumni, students and visitors
• Excellent written, oral, and interpersonal communication skills a must
• Experience working with college students and/or consulting/advising experience a plus
• Must be able to multi-task and change direction as program needs require
• Must be highly self-motivated, detail-oriented, and organized
• Experienced utilizing technology as a teaching tool and for organizational purposes: Excel, Word, PPT, Google Calendar, Forms, and other apps, and learning a wide-variety of career tools is expected: hireBing, B-Engaged, LinkedIn, Candid Career, Big Interview, Vault, Goinglobal, Focus2, etc.
• High level of professionalism
• Must be able to work 20 hours per week during 8:30am-5:00pm Monday-Friday
• Must be available to attend Fleishman Staff Training: prior to the start of each semester

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.

The Graduate Assistantship will be a 20-hour per week appointment. It is anticipated that the assistantship will be for two consecutive academic years for Master’s candidates, however, due to funding and performance considerations, the position will be offered as a single semester appointment, subject to renewal, and will be
contingent on an applicant being accepted and maintaining enrollment in an appropriate graduate program at Binghamton University. Availability in winter session is expected.

To Apply:
Interested candidates should submit the general application found on the Student Affairs website in the right hand corner under “Related Links”, a cover letter, a résumé and a document listing three references to Erin Cody, Associate Director, Fleishman Center for Career and Professional Development, P.O. Box 6000, Binghamton University, Binghamton, NY 13902-6000 via email at erin.cody@binghamton.edu. Applicants are strongly encouraged to review the Fleishman Center’s resume and cover letter resources prior to submitting documents.


In keeping with our commitment to build a culturally diverse community, Binghamton University invites applications from women, people with disabilities, and members of minority groups.