JFEW Leadership and Career Development Program Graduate Assistant
2017-2018 Academic Year

The Fleishman Center for Career and Professional Development at Binghamton University seeks a Graduate Assistant for the 2017-2018 academic year. The Fleishman Career Center offers career consulting, internship, job search and interviewing 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 JFEW Leadership and Career Development Program 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
- Collaborate with staff and campus partners to develop and facilitate programs related to career planning and preparation
- Facilitate group consulting sessions, support event planning and execution
- Conduct mock interviews
- Co-lead a Fall Semester service learning project for a group of first-year women in the JFEW Leadership Program
- Mentor incoming first-year women in the JFEW Leadership program, meeting monthly with each student to discuss career development needs to ensure each of their completion of the first year Passport to Career Success expectations
- Support the JFEW/SUNY Program Coordinator to administer the program, support verification process data entry and help draft annual report
- Assist with programming needs and training and development for the Mock Interview Program
- Use Excel to compile information, statistics, perform calculations, and logging records
- 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
- Experience with Excel to compile information, statistics, perform calculations, and logging records
- 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..
- Must be highly self-motivated, detail-oriented, and organized
- 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 the academic year
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. Partial tuition scholarship is available with this position.

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.

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.