Binghamton University – Dean of Students
Graduate Assistantship – Late Nite Programs Graduate Programming Advisor

Late Nite Binghamton provides positive leisure opportunities to students on weekends (Friday to Saturday). This is accomplished by offering a variety of activities such as movies, music, comedy, sports, crafts, and games.

Description
Late Nite Binghamton is looking for a graduate student to serve as the Graduate Programming Advisor. This is a 20 hour per week, position including mandatory alternate Friday and Saturday nights, generally 7pm to 1am. Preference will be given to students in the Student Affairs Administration Program.

Duties and Responsibilities
- Develop, oversee, and evaluate the scheduling and programming for Late Nite Binghamton
- Assist in determining facility availability
- Oversee advertisement and marketing for Late Nite with the Promotions Committee
- Directly oversee the Programming Assistants & chair the Programming Committee
- Assist in coordinating, scheduling, and training for undergraduate student workers
- Oversee set-up and tear down of events on weekends (Friday to Saturday)
- Encourage and coordinate Late Nite programming with student groups
- Organize and lead the weekly Campus Activities Board meetings
- Assist in the hiring process of personnel
- Maintain and organize the storage of Late Nite equipment

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

- A full time graduate student
- Leadership and team experience
- Experience in student activity programming
- Computer skills
- Ability to improvise and make decisions
- Great communication skills
- Strong organizational skills
- Familiarity with popular culture
- Ability to multi-task

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 required.

TO APPLY
Persons interested should submit the general application on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two (2) references from past or present faculty, administrators, or employers to L.C. Coghill at lcohill@binghamton.edu.

For questions specifically related to this position, e-mail L.C. Coghill at lcohill@binghamton.edu or call (607) 777-6987.