Binghamton University - New Student Programs
Graduate Assistantship – First Year Experience, Emerging Leaders & Public Speaking Lab

New Student Programs, in collaboration with other university departments, assists new students and families with the transition to Binghamton University. New Student Programs staff members oversee the development and facilitation of three specific programs to accomplish this mission: New Student Orientation programs, First Year Experience (FYE) initiatives (courses – HARP/UNIV 102 and HARP 101, and the FYE Lecture Series) and the Emerging Leaders Program. Department staff also manages the Public Speaking Lab and program, available to all students. New programs and initiatives are developed on a regular basis to assist students with transition issues.

The Graduate Assistant will assist the Senior Associate Director, Program Coordinator and second-year Graduate Assistant with the FYE, Emerging Leaders Program and Public Speaking Lab initiatives. The position requires a commitment of 20 hours per week.

Anticipated educational outcomes include the ability to gain direct experience with development and implementation of multi-faceted student skill enhancement initiatives; coordinating and facilitating presentations for individuals and groups, developing advising/consulting skills, creating and facilitating assessment tools and practicing management of various functional areas.

Duties and Responsibilities

- Assist with development, implementation and assessment of the Emerging Leaders Program initiative; includes organizing and conducting series of fall semester workshops with undergraduate peer assistants for new student participants on a variety of related topic areas, assisting with selection and training processes for student staff participants including assisting with regular peer mentor in-service training/reflection classes, assistance with planning and facilitating annual program-wide events, managing record-keeping, program assessment and ongoing communication with student, faculty and staff participants.
- Help to facilitate operation of oral communication skills development program through the Public Speaking Lab, including assisting with selection, training and supervision of undergraduate student interns, assistance with day-to-day Lab operations and intern in-service training/reflection classes. The GA will also help to coordinate outreach effort for the Lab and its initiatives, including workshops and skill assessment appointments for students.
- Assist with the development, implementation and assessment of annual FYE Lectures Program series, offered to new students during the fall semester.
- Other programmatic duties as they arise during the course of the academic year, to assist with furthering the mission of the FYE, Emerging Leaders and Public Speaking Lab programs.

Qualifications

- Candidates must be accepted into a Binghamton University graduate program for the 2017-18 academic year; the ideal candidate will be a graduate student enrolled in the Student Affairs program through CCPA, although related experiences will be considered.
- Knowledge of unique needs and concerns of first-year students
- Strong organizational skills and ability to juggle multiple priorities
- Solid oral presentation skills and ability to successfully facilitate workshops
- Ability to communicate and work interdependently with a variety of constituencies (students, professional staff and faculty)
- Initiative, attention to detail and ability to work independently
- Strong computer skills
- Willingness to learn

Stipend

This assistantship includes a base stipend for the academic year of $9400, paid bi-weekly. 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, which will include some evenings.

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 Debora Clinton Callaghan at dclinton@binghamton.edu.

For questions specifically related to this position, contact Debora Clinton Callaghan at dclinton@binghamton.edu or 607.777.6815.