New Student Programs supports new students and families with the transition to Binghamton University by overseeing the development and creation of several specific programs including the design and implementation of Summer Orientation, Family Orientation, Fall Orientation, Welcome Week programming, and January Orientation. These programs offer new students a comprehensive orientation to Binghamton University. New Student Programs also oversees the recruitment, selection, training, and supervision of approximately 20 Orientation Advisors as well as approximately 12 students for our Summer Staff.

New Student Programs is seeking one graduate student to serve as a Graduate Assistant. This position requires an average commitment of 20 hours per week.

**Duties and Responsibilities**

- Assist with the recruitment, selection, and training of the 2018 Orientation Advisor Staff
- Assist in the design and implementation of Orientation Advisor training program
- Design and edit publications
- Update and maintain Orientation web site
- Work in collaboration with both the Associate Director and Assistant Director of New Student Programs as well as university staff and faculty to design and implement January Orientation, Summer Orientation, Family Orientation and Fall Orientation
- Collaborate with other offices, and serve on University wide committees as needed
- Assist with the planning and coordination of Welcome Week programming and New Student Welcome events
- Opportunity to assist with additional programming as needed

**Qualifications**

- Candidates must be accepted into a Binghamton University graduate program for the 2017-2018 academic year and hold a Bachelor’s degree
- Knowledge of unique needs and concerns of First Year students
- Ability to work as a member of a team with professionals from across campus
- An understanding of the services and organization structure at Binghamton University
- Strong organization skills
- Ability to work independently in a fast-paced environment
- Strong computer skills
- Willingness to learn

**Stipend**

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.

**To Apply**

Persons interested should submit the general application on the [Student Affairs website](http://studentsaffairs.binghamton.edu), 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 Peter Nardone at pnardone@binghamton.edu.

For questions specifically related to this position, call Peter Nardone at (607) 777-6608.