Binghamton University, TRIO
Student Support Services Graduate Assistant

Summary
TRIO-Student Support Services is a federally funded program which supports the retention and persistence of first-generation, low-income and/or disabled college students. Student Support Services (SSS) is a component of the Division of Student Affairs. The programs offer academic and personal advising, tutoring, and financial aid assistance. SSS works closely with a variety of offices in the Division of Student Affairs, including Services for Students with Disabilities, Dean of Students, Residential Life, New Student Programs, University Counseling Center, Fleishman Center for Career and Professional Development, and Discovery.

The Student Support Services programs are seeking one graduate student to fill a Graduate Assistantship (GA). Anticipated outcomes include the ability to work with and understand federally funded grants and the rules that govern them; direct experience providing students academic advising; and implementation and marketing of SSS events to reach the diverse population that Student Support Services serves.

Students must be accepted into a Binghamton University Graduate program for the 2017-2018 academic year. This position reports to the SSS Senior Academic Counselor.

Duties and Responsibilities
The GA’s primary focus will be to help the SSS Staff increase student engagement through innovative programming and outreach efforts.

● Attend and assist in facilitation of SSS Student Advisory Board meetings
● Create and implement new, original programming
● Advise a small caseload of students and hold weekly walk-in hours
● Assist with the marketing of SSS events and services and supervise SSS Undergraduate Interns when appropriate
● Manage Academic Alerts for sponsored programs (athletics, SSS, EOP, and ELI) in collaboration with the Discovery Program

Qualifications
● Candidates must be accepted into a Binghamton University graduate program for the 2017-2018 academic year, preferably pursuing a Master of Science in Student Affairs Administration (MSAA), Master of Social Work (MSW), and/or Master of Public Administration (MPA) degree(s)
● Experience working with first generation college students, students from low income backgrounds, and students with disabilities preferred
● Possess the ability to work as a member of a team and independently, demonstrating strong initiative, and organizational skills
● Prior experience creating and/or marketing programming; advising and/or mentoring students from disadvantaged backgrounds preferred

Stipend
This assistantship includes a salary 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, a professional resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two references to Marissa Zelman at mzelman@binghamton.edu.