Binghamton University- Binghamton Advantage Program
Graduate Assistant

Description: The Binghamton Advantage Program graduate assistant plays an important role in the Transfer Student Services office. The graduate assistant is responsible for assisting the Transfer Student Services Assistant Director in conducting outreach to Binghamton Advantage Program students who are enrolled at SUNY Broome and Binghamton. The graduate assistant implements and plans programs specifically related to BAP student needs and they manage a team of three discovery advisors who also reach out to BAP students in order to help them succeed academically.

Duties and Responsibilities:
- Hold office hours at Binghamton and SUNY Broome in order to meet with students regarding advising/registration concerns
- Provide students with helpful study tips and tactics to ensure academic success
- Direct students to beneficial resources on both SUNY Broome and Binghamton’s campuses
- Proficiently respond to emails from students regarding questions and concerns about program requirements, scheduling and registration, general education requirements, etc.
- Supervise three Binghamton Advantage Program Discovery Advisors who directly meet with students in one-on-one appointments
- Plan, implement, and oversee programs specifically related to the needs of Binghamton Advantage Program students
- Assist with Binghamton Advantage Program orientation and planning
- Post accurate and helpful information on social media outlets, such as Facebook
- Complete other tasks as assigned
- Occasional weekend and/or evening hours will be required of the GA to run specific events sponsored by the office. These hours count toward the 20 hour work week.

Qualifications:
- Candidates must be accepted into a Binghamton University graduate program for the 2017-2018 academic year. Specific preference will be given to students in Student Affairs Administration, Public Administration, or Leadership
- Experience working with students, specifically in student affairs
- Prior supervisory experience is preferred but not required
- Proficiency using Excel spreadsheets, Microsoft Word, and Publisher is required
- Excellent listening and problem solving skills
- Event planning or student programming experience is required

Stipend:
This assistantship includes a salary stipend of $9,400 for the academic year, 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 are required. Hours which are not events must be completed in the Transfer Services office location.

To Apply:
Persons interested should submit the general application located on the Student Affairs website. A resume, letter of interest summarizing qualifications and relevant experience, a sample of writing (2-3 pages), and the names and contact information for two (2) references can be sent to Zach DuBord at zdubord@binghamton.edu.

For questions specifically related to this position, contact the office at (607) 777-3868.