

Binghamton University Graduate Assistant
Supervising Department: Student Transition and Success
Position: Success Coaching

The Office of Student Transition and Success is seeking a creative, positive, and student-centered candidate for the position of Success Coaching Graduate Assistant. In addition to providing some targeted academic success programs and workshops, and building a sense of community for many diverse student populations, the department's professional and student staff are familiar with the many services across campus in order to help students navigate, identify, and seek out the appropriate resources to meet an individual student's needs. Through one-to-one academic success coaching appointments, the Graduate Assistant (GA) will map out an individualized future success plan for any student. The GA will work as a success coach with a focus on academic growth & success, directly working with the Success Coach professional staff and additional graduate and undergraduate staff.

Duties and Responsibilities

- Train in appropriate academic success coaching methods on topics such as time management, study skills, motivation, organization, transition to college, etc.
- Provide support, motivation, and guidance to students via one-to-one, virtual and in-person academic success coaching appointments primarily during normal business hours Monday – Friday with an occasional evening or weekend program or appointment slot
- Document and maintain individual appointment notes for each student using B-Successful
- Projects may include but are not limited to; leading weekly student supportive accountability meetings, assist with promotion of coaching, creation of appointment tools, maintaining the program/event request form, facilitating workshops in collaboration with faculty and staff partners, B-Engaged event submissions & updates, social media content and assisting in student staff Group Learning presentations
- Make appropriate referrals when necessary to other campus departments and organizations
- Ensure staff awareness of campus/community issues through training and communication, event planning, individual contact and role modeling
- Maintain positive relationships and partner with other departments
- Assist with in-person office coverage as needed
- Assist with undergraduate student staff support including co-supervision
- Assist with the recruitment and selection of undergraduate staff
- Maintain confidentiality and professionalism

Qualifications

- Must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year
- GPA of 3.0 or higher
- Ability to think critically and creatively to problem solve and enhance the program
- Exhibit strong interpersonal and active listening skills
- Ability to communicate and collaborate with a diverse population including a variety of constituencies (students, professional staff and faculty)
- Exhibit initiative, attention to detail, and the ability to work independently
- Willingness to learn
- Must be available to attend Peer Success Coach training prior to the start of the academic year

Stipend:

The Graduate Student Employees Union (GSEU) represents this position which is expected to extend from August 13, 2026 through May 19, 2027. This assistantship includes a base stipend of \$18,000, paid biweekly. This is an in-person position and an average of 20 hours of work per week is expected.

To Apply:

Higher Education and Student Affairs candidates will be able to preference positions as part of their acceptance process. Interested candidates not from HESA should submit a resume, cover letter and contact information for three professional references via email to Patrick Talvi at ptalvi@binghamton.edu.

Highly qualified applicants will be invited to interview and offers will be made as soon as possible thereafter.

Equal Opportunity/Affirmative Action Employer

The State University of New York is an Equal Opportunity/Affirmative Action Employer. It is the policy of Binghamton University to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender identity or expression, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

As required by Title IX and its implementing regulations Binghamton University does not discriminate on the basis of sex in the educational programs and activities which it operates. This requirement extends to employment and admission. Inquiries about sex discrimination may be directed to the University Title IX Coordinator or directly to the Office of Civil Rights (OCR). Contact information for the Title IX Coordinator and OCR, as well as the University's complete Non-Discrimination Notice may be found [here](#).

Binghamton University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact the ADA Coordinator by completing the [Reasonable Accommodation Request Form](#).